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SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

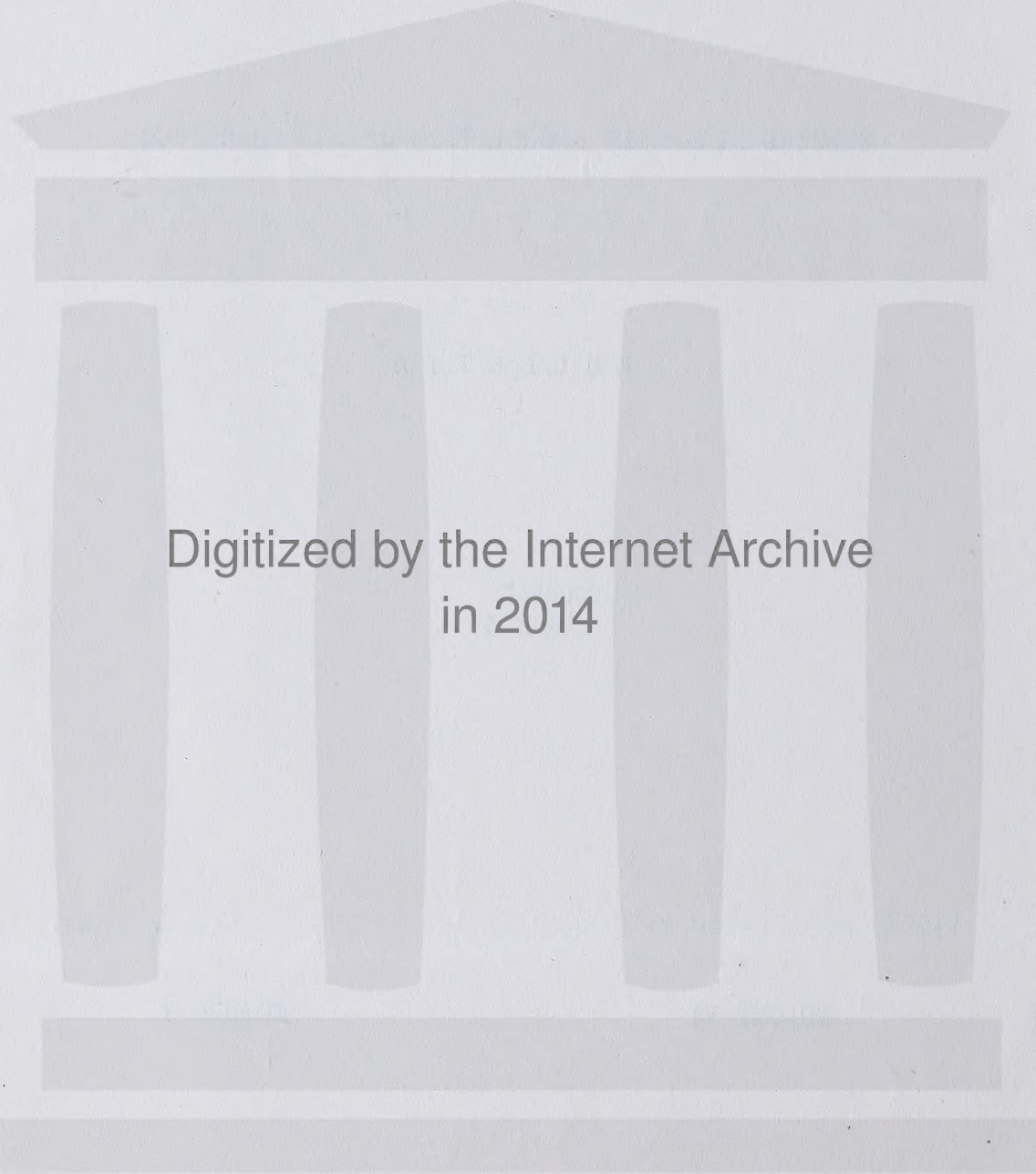
BULLETIN

August  
1935

VOLUME VI

NUMBER I





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SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

B U L L E T I N

AUGUST, 1935

Vol. VI, No. I

AUGUST MEETING

DATE: Tuesday, August 20, 1935.

PLACE: Foster & Orear, 216 Stockton St., San Francisco  
6:00 o'clock p.m. Dinner 60¢.

PROGRAM: Our guest speaker will be Mr. Wallace I. Hutchinson, Assistant Regional Forester, who will talk on the C. C. C. and show a motion picture of C. C. C. activities entitled "We Can Take It."

RESERVATION: Reservations should be made with the Chairman of the Program Committee, Miss Edith Schofield, U. S. Forest Service, EXbrook 6778, not later than Monday, Aug. 19th.

C O M M I T T E E R E O R T S

REPORT OF EXECUTIVE BOARD OF SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

The National Association has advised Local Chapters that the following plan of dues and budgets was adopted by the Executive Board at its meeting of June 11, 1935:

THAT the present Associate membership be discontinued as such, and that these members become Local members affiliated only with the Local Chapters and with no National affiliation;

THAT the Associate membership provided for in the Constitution be a National membership with dues of two (\$2.00) dollars, giving the following privileges:

1. A vote in the National Association
2. National Group affiliation
3. Quarterly Associate Bulletin

THAT one (\$1.00) dollar of each two (\$2.00) dollars be returned to the Chapters;

THAT one (\$1.00) dollar of each two (\$2.00) dollars be retained by the National Association;

THAT, in addition, Chapters receive from the National Association fifteen (15) percent of Institutional and Active membership dues; and

THAT the whole plan be tried as an experiment for the calendar year of 1936.







The National Executive Board also voted that the billing of membership dues of Institutional, Active and Associate members be rendered from Headquarters.

Prior to January 1, 1936 amendments of the Constitution and By-laws of Special Libraries Association of San Francisco necessitated by the change in the Associate membership of the National Association will be drafted and presented to members for consideration and approval.

OFFICERS FOR YEAR 1935-1936

At the Annual Meeting in May the following members were elected as the officers of the Association for the year July 1, 1935 to June 30, 1936:

President

Miss Nello Wilson  
San Francisco Stock Exchange  
155 Sansome Street, San Francisco  
EXbrook 6533

Vice President and Editor

Miss Veronica J. Sexton  
California Academy of Sciences  
Golden Gate Park, San Francisco  
Bayview 5100

Secretary-Treasurer

Mrs. Frances Lewis  
Commonwealth Club of California  
St. Francis Hotel, San Francisco  
DOuglas 4903

Member of Executive  
Committee

Miss Louise Ophuels  
Lane Medical Library  
Sacramento & Webster Streets  
San Francisco WEST 8000

CHAIRMAN OF COMMITTEES FOR 1935-1936

The following members have been appointed as Chairmen of Standing Committees for the year 1935-1936:

Employment Committee

Miss Margaret Hatch  
Metropolitan Life Insurance Company  
600 Stockton Street, San Francisco  
DOuglas 7000

Membership Committee

Miss Dorothy Krisher  
Shell Chemical Company  
100 Bush Street, San Francisco  
EXbrook 5400

Methods Committee

Miss Vera Mae Slaughter  
Standard Oil Company of California  
225 Bush Street, San Francisco  
SUTter 7700 Local 346

Program Committee

Miss Edith Schofield  
U. S. Forest Service  
Phelan Building, San Francisco  
EXbrook 0778







Publicity Committee

Mrs. Marjorie P. Madison  
Standard Oil Company of California  
225 Bush Street, San Francisco  
Sutter 7700

Union List Committee

Miss Anita F. Levy  
San Francisco Public Library,  
Business Branch  
1104 Russ Building, San Francisco  
Kearney 3075

EMPLOYMENT COMMITTEE

During the absence of Miss Hatch, Miss Nello Wilson, San Francisco Stock Exchange, 155 Sansome Street, serving on the Employment Committee of the Special Libraries Association of San Francisco, will have charge of all calls for employment during the period of August 10 to 24.

Librarians wishing employment on library projects to be conducted by the Works Progress Administration, should register at the following:

In San Francisco: Women's Division - 709 Mission Street  
Men's Division - 791 Howard Street

In Oakland: Women's Division - 519 19th Street  
Men's Division - 401 10th Street

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STATE CIVIL SERVICE EXAMINATION

EDITORIAL LIBRARIAN - SALARY \$160.  
California State Library

Examination September 21, 1935. Application must be filed on or before September 14, 1935.

PURPOSE: To obtain eligibles to certify to an existing vacancy in the State Library in Sacramento, and to establish an eligible list from which to fill future vacancies.

DEFINITION: Under the direction of the State Librarian, to do statistical and editorial work in connection with the quarterly publication of "News Notes of California Libraries" and when not so employed, to assist with general library work in the State Library, and to do other work as required.

MEMBERSHIP COMMITTEE

We are happy to welcome two new members namely, the De Young Memorial Museum Library, of which Miss Bea Haberl is Librarian; and Mr. A. A. Bochtlingk, 2234 Dwight Way, Berkeley. Mr. Bochtlingk will address us briefly at the meeting on the facilities he has to offer in scientific research. He edits a monthly abstract service entitled "Foreign Petroleum Technology."







## METHODS COMMITTEE

### Methodology Merry-go-round.

Will members who are interested in participating in group discussion of library methods, please communicate with the Chairman of the Methods Committee? The Chairman will welcome expressions of preference on topics to be considered for the coming year, for example:

Methods of organizing materials in special libraries --  
    classifying or arranging by subject, cataloguing, modifying  
    standard subject heading list  
Methods of circulating material  
Methods of organizing reference and research services

### A Correction.

It is hoped that the following excerpt will correct a statement made in the May issue of this Bulletin which has confused readers:

"... The University of California Library and the Bureau of Public Administration Library have both been named by the Social Science Research Council as centers for the collection of public documents for the state of California. The 1933 California Legislature passed a law (Chap. 505, Statutes of 1933) making the Bureau of Public Administration Library (together with the State Library at Sacramento and the University of California at Los Angeles Library) a depository for all printed county and municipal documents published in California. Moreover both the University of California Library and the Bureau of Public Administration Library maintain as complete a file as possible of the publications issued by the California State departments, as well as a large file of the documents issued by other states."

Signed:

Anita M. Crellin, Librarian, Bureau of Public Administration

### ANNUAL REPORT 1934-1935

#### PROJECTS

Work has been continued on the Union List by the Committee, under the chairmanship of Mrs. Agnes G. Reinero, and by volunteers. Holdings entries have been brought up-to-date by some libraries. Several new contributing libraries have turned in records of their holdings. Efforts have been made during the year to have the project completed under the Emergency Relief Administration. Encouragement that the project would be approved was given by the local office from time to time, but it has not been done.

The Bulletin has increased in scope and usefulness during the year, with credit due to the able Editor.







The only new project was that undertaken by the Methods Committee. A series of seminar meetings on "Federal and State Documents in the Special Library," was open to all members of the Association, was well attended. These round table discussions, under the capable leadership of Miss Vera Mac Slaughter, brought an exchange of information and opinion of great value. The work of this committee was one of the important accomplishments of the year.

MEETINGS Eight meetings were held during the year. Of these the joint meetings with the students of the School of Librarianship, University of California, was the most interesting and valuable to the Association.

MEMBERSHIP Status of the membership at present is:

Institutional	5	(1 delinquent)
Active	24	(3 delinquent)
Associate	46	(20 delinquent)
Total	75	(51 paid)

New members: Active - 4, Associate - 7; Total - 11

FINANCES We have lived within our income, having receipts of \$76.39 and disbursements of \$54.66, leaving a balance of \$21.73, on May 15. The Executive Board of the Special Libraries Association of San Francisco expressed a desire to cooperate with the National Association in the matter of budget allocations and endorsed recommendations on elimination of luxury items, made by Mrs. Fertig, Chairman, Committee on Allocation of Dues and Budgets, at the meeting of the Board on May 15th.

As a whole, the year has been an active one for the Association. The Committees and Officers have done enthusiastic and faithful work with excellent cooperation from the entire membership.

Margaret M. Miller, President.

#### NEWS ITEM

Miss Schofield attended the annual meeting of the American Library Association in Denver, June 24th to 29th, where she gave a short paper at the Professional Training Section. The theme of the conference was "Looking at Ourselves."

#### DUPLICATE EXCHANGE

Wanted: California Real Estate Magazine, January, February, March, May and December 1931.

Offered: Yearbook of Agriculture, 1930.

Address: Miss Dorothy K. Ferguson, Librarian, Bank of America,  
1 Powell Street, San Francisco.







## SOURCES OF INFORMATION ON THE C. C. C.

Youth Rebuilds. Stories from the C. C. C. Edited by Ovid Butler.

Published by the American Forestry Association, Washington, D. C. 1934.

These stories, which were selected from more than 2000 submitted to the editor of "American Forests" in response to his request for letters telling what the Civilian Conservation Corps meant to the writers, show the reconstruction of interest and hopes which has accompanied the building of roads, clearing of brush and numerous other activities of the C. C. C. If you are curious about the reactions of the C. C. C. boys to their new life, you will find these accounts full of "human interest".

U. S. Emergency conservation work. Report of the Director. Published by

U. S. Government Printing Office.

Three reports have been issued by Director Robert Fechner giving statistics and information on the administration, living conditions, education, work, and social benefits of the C. C. C.

"We Can Take It." A short story of the C. C. C. By Ray Hoyt. Published by the American Book Company. 1935.

This booklet is a n historical summary of the C. C. C. from the initial days of its rapid organization to its present day set-up. Written by the editor of "Happy Days", the official C. C. C. newspaper and illustrated by a former enrollee, it contains information on the camp life, administration by cooperating governmental agencies, and the achievements in terms of forest preservation and better men.

### Editor's Note

It is hoped that members will continue to avail themselves of Bulletin space for the publication of their professional contributions. If each member would undertake to review one book a month in his special field, our Review column will have a much wider appeal and serve a more timely purpose. We are anxious to continue our "Histories", and request those libraries not yet included, to prepare their data for future issues.













SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

BULLETIN

Volume VI

September, 1935

Number 2





SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

B U L L E T I N

SEPTEMBER, 1935

Vol. VI, No. 2

SEPTEMBER MEETING

DATE: Tuesday, September 17, 1935

PLACE: John's Tavern, 645 Montgomery St., San Francisco

PROGRAM: We announce with great enthusiasm, a visit to The Grabhorn Press, 642 Commercial Street. It is true that we are singularly fortunate in this city where we may indulge our tastes in frequent exhibitions of fine books, but this is a rare occasion when we may see great books in the making, and be inspired by their creators.

RESERVATIONS: Reservations should be made with Miss Anne Burnett, P. G. & E., Sutter 4211, Local 863, not later than Monday, September 16.

REPORT OF THE AUGUST MEETING

At the August Meeting, held on the 20th of the month, 23 members and 4 guests were present. There were so many new faces that we really needed a who's who roll-call. Mr. Wallace I. Hutchinson, Regional Forester, showed two films on conservation, made by the Forest Service. An impressive new feature to most of us was learning about the making of the "Ponderosa Way" <sup>high</sup> by the C. C. C. This is a broad fire-break running along the western slope of the Sierra Nevadas from Bakersfield, north to the head of the Sacramento Valley and south along the east slope of the Coast Range Mountains. It was designed to protect the Ponderosa Pine.

On this occasion Miss Levy, Chairman of the Union-List Committee, made a plea for cooperation. The entire lists and revised holdings to date, of contributing libraries, must be turned over to the Committee immediately. Plans are being formulated for a WPA Project to bring the list to completion.

C O M M I T T E E R E P O R T S

ANNOUNCEMENTS OF EXECUTIVE BOARD

The Seamen's Church Institute, San Francisco agent of the American Merchant Marine Library Association, has requested the cooperation of the Special Libraries Association of San Francisco in its Twelfth Annual Drive for books which is to be conducted from October 24 to 31.

The Institute during the year 1934 furnished 620 ships with libraries for the exclusive use of members of the crews, thereby circulating 37,433 books and 53,900 magazines, and in the first seven months of 1935 served 386 vessels, thus circulating about 23,000 books and 42,000 magazines. Each of the sea-going libraries contains 65 books, 50 of which are fiction and 15 non-fiction.





The public libraries of San Francisco, Oakland and many smaller California communities are cooperating in the Drive by displaying posters and by acting as depositories for contributions of books from the general public.

Mr. W. W. Manning, a director of the Seamen's Church Institute, and Chairman of its Library Committee, has inquired whether or not members of the Special Libraries Association would be willing to collect books for merchant seamen from employees in their respective organizations. He has offered to furnish all information needed to explain the work of the American Merchant Marine Library Association, to supply posters, publicity for use in house organz, bookmarks etc., and to arrange for the collection of contributions.

It is suggested that members who are able to assist in this work communicate directly with Mr. Manning, Seamen's Church Institute, 58 Clay Street, San Francisco (Telephone, KEarny 5144)

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Mrs. Marjorie P. Madison has found it necessary to resign as Chairman of the Publicity Committee. Miss Dorothy Andrews, Standard Oil Company of California, 225 Bush Street, San Francisco, Sutter 7700 (library), has been appointed Chairman of the Committee.

#### EMPLOYMENT COMMITTEE

For the first time a written communication has been sent out to applicants on file, informing them of forthcoming examinations, and carrying any other current suggestions which the Chairman has to offer. This marks the beginning of a new service, and already many appreciative responses have been received.

#### EVENTS

An exhibit of work from The Grabhorn Press is being shown at the bookshop of Roy Vernon Sowers, 451 Post Street, San Francisco. It will continue through Saturday, September 14.

At the San Francisco Museum of Art, an exhibition of Fine Printing from British Presses began on September 6, and will close October 6.

Mr. E. Tilden Mattox, District Manager of the Bureau of Foreign and Domestic Commerce, United States Department of Commerce, in San Francisco, has sent the Association a notice of the meeting of the International Institute of Bibliography at Copenhagen, Denmark, held September 9 to 14, to which the United States Government was invited to send an official delegation.

The Institute was founded September 12, 1895 at Brussels under the name of International Institute of Bibliography. Its object is to promote the application of international methods for registration and utilization of the results of science.

The meeting this year was dedicated particularly to the demonstration of how the decimal classification has found application in several fields in various countries. A theoretical explanation of the use of different technical apparatus, such as, Microphotographic books, reading lamps of projection, etc., also was to be considered.





A FEW BOOKS ABOUT BOOKS AND BOOK COLLECTING

Brewer, Reginald. The delightful diversion, the whys and wherefores of book collecting. New York, Macmillan Co., 1935.

"Book collecting," says Mr. Brewer, "is not, as popularly supposed reserved for the favored few with fat pocketbooks; nor does it demand a devotion to musty volumes of bygone days. You can taste its delights even though yours be a pauper's purse, and can qualify as a genuine bibliophile without even stepping out of the 20th century." An interesting list of 600 American first editions, their points and values, is included.

Jordan-Smith, Paul. For the love of books, the adventures of an impecunious collector. New York, Oxford University Press, 1934.

Written for the booklover who collects for enjoyment and study, rather than rarity and price. The author is literary editor of the Los Angeles Times.

McMurtrie, D. C. The golden book: the story of fine books and bookmaking, past and present. Chicago, Pascal Covici, 1927.

Beginning with the origin of the alphabet, it covers the whole story of books and famous printers in a concise and interesting manner and with profuse illustrations.

Orcutt, W. D. In quest of the perfect book: reminiscences and reflections of a bookman. Boston, Little, Brown & Company, 1926.

Mr. Orcutt, who was for many years head of the University Press, Cambridge, Massachusetts, describes his visits to famous libraries, study of manuscripts and the work of early printers, and his own experiments in designing type fonts and bookmaking.

Orcutt, W. D. The kingdom of books. Boston, Little, Brown & Company, 1927.

Supplements "In quest of the perfect book," dealing more exclusively with the work of the famous early printers, and the renaissance of printing through William Morris and Cobden-Sanderson.

<Bibliography prepared by Miss Edith Schofield>

RECENT PUBLICATIONS

The University of California Library has published an interesting booklet entitled "Handbook for New Students", 1934, which might be interesting to members. It covers library hours, describes the general library building, the public catalogue, the loan desk, the reserved book room, the rental service, fines, the main reading room, the periodical room, the A. F. Morrison Memorial Library, Special and Departmental Libraries, facilities for graduate study and photostat service. The booklet contains an index.





From the United States Geological Survey Library comes the first three numbers of a mimeographed work entitled "Bibliographical List". No. 1 is "A list of references on the United States Geological Survey and its work." It brings existing bibliographies up to date and lists periodical articles published since the World War. No. 2 is "A suggestive list of references on the Federal Emergency Administration of Public Works and its work", and No. 3, "A suggestive list of references on federal regulation of the petroleum industry since August 19, 1933. Each entry is followed by its call number both in the Geological Survey Library and in the Library of Congress. These lists were compiled by James T. Rubey, who wrote the very interesting article in the April 15 number of Library Journal, entitled, "The Library of the Geological Survey. A part of the "National Library"."

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S. O. S.

[There is a need for several extra copies of the August Bulletin. The Editor will appreciate receiving copies from those who can spare them]

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The following excerpt is from one of the finest professional articles which has appeared this summer in library literature. It is entitled "Staff specialization a possible substitute for departmentalization", by Mr. Peyton Hurt, Assistant Librarian and Instructor in the University of California School of Librarianship.

"The librarian who intends to specialize should differentiate his aim from that of the scholar in the ordinary sense. He must become a bibliographer, specializing in librarianship in particular fields, and to do this he must have a methodology, an approach which will give him systematic knowledge of the materials of his profession. A method of analyzing and dealing with printed materials would seem to be the essence of librarianship. In my opinion, the method of specializing for library service is something quite different from study of a subject field." <Bulletin of the American Library Association, Vol. 29, No. 7, July, 1935.>



OFFICERS AND CHAIRMEN OF COMMITTEES

President.....Miss Nello Wilson  
San Francisco Stock Exchange  
155 Sansome Street, San Francisco  
EXbrook 6533

Vice-President and Editor.....Veronica J. Sexton  
California Academy of Sciences  
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Member of Executive Committee.....Miss Louise Ophuels  
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600 Stockton Street, San Francisco  
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Standard Oil Company of California  
225 Bush Street, San Francisco  
Sutter 7700 Local 346

Program Committee.....Miss Edith Schofield  
U. S. Forest Service  
Phelan Building, San Francisco  
EXbrook 0778

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Union List Committee.....Miss Anita F. Levy  
San Francisco Public Library  
Business Branch, 1104 Russ Building  
San Francisco KEarney 3075





SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

BULLETIN

Volume VI

October, 1935

Number 3





SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

B U L L E T I N

OCTOBER, 1935

Vol. VI, No. 3

OCTOBER MEETING

DATE Tuesday, October 15, 1935, 6.00 p.m.

PLACE Drake's Restaurant, 2441 Bancroft Way, Berkeley.  
Dinner - 65¢

PROGRAM Our guest speaker will be Dr. Samuel C. May, Director, Bureau of Public Administration, University of California. He will address us upon the subject of "Public Personnel". As Dr. May is the outstanding authority on public administration it is hoped that a large number will take advantage of this opportunity to hear him. After a short business meeting, we will visit the Library of the Bureau of Public Administration. Kindly arrive promptly, as we must leave the restaurant by 7:30.

RESERVATIONS Reservations should be made with Miss Margaret Miller, Standard Oil Company Library, Sutter 7700, not later than Monday, October 14.

REPORT OF THE SEPTEMBER MEETING

Twenty-five members and six guests were present at the last meeting and enjoyed the hospitality of the Grabhorn Press. Copies of reproductions of prints of early San Diego, Santa Barbara and Los Angeles were given to each one present, together with a souvenir booklet.

COMMITTEE REPORTS

EXECUTIVE BOARD A special committee of three members, Mr. William Worthington, Chairman, Thelma Hoffman and Annette Windele, appointed by the President, has drafted amendments of Constitution and By-Laws. The Executive Board is now reviewing proposed amendments and will submit them to the members in the November Bulletin. The final draft will be voted upon at the December Meeting.



## EMPLOYMENT COMMITTEE

It was recently called to our attention by a translator in one of the business companies that at times it is necessary for such translators to call upon outside help, when either there is a rush of work or when other languages are needed.

During the month a questionnaire was sent to the applicants who have a knowledge of languages to obtain an accurate check on languages in which they are proficient. Applicants were also asked to designate scientific or technical fields in which they could do translation, and into which languages they could also translate English.

Records at present show that we can call upon various applicants for translation work in the following languages:

Polish	French
Russian	German

New applicants may add to the above list. Some of those available for this work at the present time have good educational background for translating in technical as well as general fields.

A contact has already been made with one business company which was interested to know of such a service in connection with the S. L. A. We hope to make contacts with others.

Will any member who may know of such translators, business firms or company departments who may be interested please notify the Employment Committee?

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Miss Helen Mayden, formerly with the Bank of America Library, has been appointed to the State Chamber of Commerce Library, since the resignation of Mrs. Amy Caye.

## MEMBERSHIP COMMITTEE

The Chairman has formulated a very clever four-point plan for increasing membership, which she hopes to start at once. Fruitful results will certainly be reported in the near future. Members are requested to suggest names of prospective members and bring guests with them to our meetings.

Three new members have been received this month, namely, Miss Alice S. Mulford, Margaret Kinyon and Mary Sedinger of the Montana School of Mines.





PROGRAM COMMITTEE

The Committee needs a member who can supply a speaker on the topic "What a -----company executive (or research man) expects of the Library." Any suggestions will be welcomed by the Chairman, in time to plan the November Meeting, if possible.

PUBLICITY COMMITTEE

A well chosen committee is now at work on the problem of bringing our activities to the notice of all interested persons who are not members, as well as to the general public. Notices were sent to four San Francisco and to five East Bay newspapers. Full space and prominent place was given these in two leading dailies, and it is hoped that we may soon have an article by a columnist. A scrap-book has been started and the Chairman will be glad to receive clippings.

UNION LIST  
COMMITTEE

The work of the Union List Committee seems to be going along quite smoothly. Much will depend upon whether or not we get trained librarians on the W. P. A. Project, which we hope to start next month.

The Committee is extremely cooperative and groups of three are working conscientiously once a week on master cards. We would be glad if other members of the association would volunteer to give some time. And still more grateful if all members would send in revised lists of holdings. Some of the librarians are very faithful about this.

Temporarily Miss Crellin and the Chairman are alternating in crossing the bay and working together. Later a group may be formed in the East Bay under the direction of Miss Crellin.

REDUCTION IN PRICES OF GERMAN PUBLICATIONS

From dealers at home and abroad news comes of the decision reached by the German Booksellers' Union that all NEW books and periodicals exported from Germany after September 9, 1935, will be subject to a discount of 25 per-cent. The concentrated efforts of American librarians has certainly be a great factor in relieving us all from the hindrance of excessive prices.





BRIEF LIST OF REFERENCES ON PUBLIC PERSONNEL

Commission of inquiry on public service personnel. Better government personnel. Report. 182p. New York: McGraw-Hill; 1935.

The Commission was appointed in December 1935, by the Social Science Research Council to examine the problems of public personnel within the United States, as a result of recommendations of Present Hoover's Research Committee on Recent Social Trends.

Proposed classification and compensation plans for library positions. [Public personnel studies, vol. 4, no. 9, Sept. 1936]

Kaiser, John Boynton. Government service library personnel problems. (Civil service observer, vol. 3, p. 18-25, Feb. 1935)

California. University. Bureau of Public Administration. A study of the salaries, education and experience records of library employees in the state of California as of May 1, 1930. Made for the California Library Association. 1931.

Salaries number. (Bulletin of the American Library Association, vol. 28, no. 4, Apr. 1934)

Gives statistics of number of employees, salaries, hours, etc. of public, university and college, teachers college and normal school, and high school libraries.

The following titles include discussion and statistics of librarians:

Pruette, Lorine. Women workers through the depression, a study of white collar employment made by the American Women's Association. 154p. New York: Macmillan, 1934.

This reports the discussion of a limited group in New York City.

Saint, Avice H. Women in public service. (Public personal studies, vol. 8, p. 46-54, 119-122, vol. 9, p. 14-19, Apr., Aug.-Sept., 1930, Jan.-Feb., 1931.

Women in government with special reference to the San Francisco Bay region.

U. S. Women's Bureau. The age factor as it relates to women in business and the professions. By Harriet A. Byrne. 36p. (Bulletin, No. 117). 1934.

<Bibliography prepared by Miss Anita Crellin>



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SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

BULLETIN

Volume VI

November, 1955

Number 4





SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

B U L L E T I N

NOVEMBER, 1935

Vol. VI, No. 4

NOVEMBER MEETING

DATE: Tuesday, November 19, 1935, 6:00 p.m.

PLACE: Foster & O'Rear's, 216 Stockton Street, San Francisco  
Dinner - 60¢

PROGRAM: Our guest speaker will be Dr. Percy M. Barr, Associate Professor of Forestry, University of California. The subject of his address will indeed be of great interest to each one of us - "What the Research Man Expects of the Special Library".

RESERVATIONS: Reservations should be made with Miss Margaret Miller, Standard Oil Company Library, Sutter 7700, not later than Monday, November 18.

COMMITTEE REPORTS

REPORTS OF EXECUTIVE BOARD AND COMMITTEES

The Executive Board's discussion of the matter of amending our constitution has led to the conclusion that a thorough-going revision should be postponed until after the final report of the Constitutional Revision Committee of the National Association has been made, because of the interrelationship of the National and Chapter constitutions. A letter has been directed to the Chairman of the National Committee requesting consideration of the problem of correlating provisions of constitutions of Chapters with provisions of the National constitution.

However, it is necessary to amend our constitution at the December Meeting in respect to membership in order that it will conform with the provisions as to membership, effective January 1, 1936, contained in the National constitution as amended to and including June 14, 1935. Changes in the name of Special Libraries Association of San Francisco and in the month of its annual meeting are proposed also by the Executive Board.

Following are the proposed amendments which will be considered and acted upon at the December Meeting:



Change in Name

Amend Article I, Section 1 which now reads:

"Article I. Name and Objects.

"Section 1. The name of this organization shall be the Special Libraries Association of San Francisco."

to read as follows:

"Article I. Name and Objects.

"Section 1. The name of this organization shall be the Special Libraries Association, San Francisco Bay Region Chapter."

Where ever the term "Association" appears in the constitution the word "Chapter" shall be substituted therefor.

Special Libraries Association (national) favors the adoption of the designation "Chapter" for local groups. There is always some confusion when "Association" is used to refer to both national and local units.

Other names considered for Special Libraries Association of San Francisco were: Special Libraries Association, Northern California Chapter, and Special Libraries Association, San Francisco Chapter.

The Executive Board is of the opinion that the historical name of San Francisco should be retained in the title of the local group, but that the regional character of its membership should be recognized in the new name.

Membership

Amend Article II which now reads:

"Article II. Membership, Dues, and Affiliation

"Section 1. Any person interested in the work of special libraries may become a member of the Association upon payment of the annual dues.

"Section 2. Annual dues shall be \$1.00 per annum, payable within thirty days after the beginning of each fiscal year. Membership in the Association shall automatically cease when dues become more than six months in arrears.

"Section 3. The fiscal year shall be from January 1 to December 31.

"Section 4. The Association may affiliate with the national Association or any other organization of similar purposes by vote of a majority of the members present at any regular meeting; in such case the regulations of the preceding sections of this





Article concerning membership, dues, and fiscal year shall be governed by the practice of the national Association or similar organization."

to read as follows:

"Article II. Membership.

"Section 1. Members of the San Francisco Bay Region Chapter of Special Libraries Association shall be members of the Special Libraries Association in good standing who, upon the basis of residence or request, have been assigned to this Chapter by the National Association.

"Section 2. The fiscal year shall be from January 1 to December 31."

The Executive Board feels that, until after the adoption of a revised constitution by the National Association, the definition of membership and the statement of qualifications therefor may be omitted from the constitution of our local group and determined by reference to the constitution of the National Association. Our affiliation with Special Libraries Association is such that all members of the local group are members of the National Association. Effective January 1, 1936, the Associate Membership with annual dues of \$1.00 will be discontinued by the National Association, and there will be a new type of Associate Membership with annual dues of \$2.00. Unless we create a strictly local membership to take the place of this Associate Membership with dues of \$1.00, membership in our local group will continue to be based upon membership in the National Association on and after January 1, 1936. The Executive Board deems it inadvisable to create a strictly local membership at this time.

#### Meetings

Amend Article IV, Section 1 which now reads:

"Article IV. Meetings.

"Section 1. The annual meeting of the Association shall be held in May."

to read as follows:

"Article IV. Meetings.

"Section 1. The annual meeting of the Chapter shall be held in June."

Inasmuch as the officers of the local group serve from July to June in conformance with the practice of the National Association, it will be more convenient to hold elections in June instead of May.





## EMPLOYMENT COMMITTEE

The California Library Association announces that:

"All non-certificated librarians holding positions in California in May 1934 may apply for certification under the certification rules in force at that time, which allowed equivalents in library experience of a professional character in lieu of college and library school training.

In cases where additional years of professional experience are needed to complete the required equivalents, applications will be placed on file for consideration when the experience equivalents have been met.

ONLY APPLICATIONS RECEIVED BEFORE JANUARY 1, 1936 WILL BE CONSIDERED. Applicants for C. L. A. certificates after this date must meet the requirements set forth in the "Circular of Information on Certification" revised April, 1935.

Copies of the above circular and application blanks may be obtained from Mrs. Hazel Gibson Leeper, Secretary-Treasurer, California Library Association, Box 84, Santa Monica, California.

## APPOINTMENT AT STATE CHAMBER OF COMMERCE LIBRARY

On account of a necessary change to be in Sacramento, Miss Helen Mayden has resigned from the library at the State Chamber of Commerce. Mrs. J. C. Barry, who was appointed to this position on November 1, was formerly Mrs. Jeannette C. Stern, Librarian of the Letterman Hospital Library. Mrs. Stern also worked on the Trade Association Project of our Association in 1933-34.

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## SEAMEN'S INSTITUTE CAN USE DISCARDED MAGAZINES

It has been called to our attention during Seamen's Book Week that the Seamen's Institute, 58 Clay Street, is glad to receive old magazines to place on boats at any time of the year. Some of the men in the merchant marine are particularly interested in the type of technical and business magazines often discarded from business libraries. The Institute will send someone to collect books or magazines whenever notified.

Telephone KEarney 5144.

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In the recently issued "Handbook and Proceedings of the Annual Meeting" of the California Library Association we note that the Standards Committee, which is a successor to the Certification and Salaries Committees, is working with the W. P. A. headquarters to bring about a uniform plan of personnel placement of librarians under the new program.



PERIODICALS TO BE DISCARDED

Any library interested in these magazines, is requested to communicate at once with Miss Dorothy Krisher, Librarian, Shell Oil Company, San Francisco. Phone: EXbrook 5400.

American Petroleum Institute. Quarterly	1931-1935
Automotive Industries	1929
Business Week	1929-1931
California Jr. of Development	1929-1932
Civil Engineering	1934
Compressed Air Magazine	1927-1932
Engineering News Record	1929-1931
Factory & Industrial Management	1929-1931
Gasoline Retailer	1932
Journal of American Chemical Society	1929-1931 & misc. nos.
Magazine of Wall Street	1928-1932
Marine News	1931-1932
Motor	1928-1932 b. f.
Motor Boating	1931-1934
Nation's Business	1928-1929
Motor Land	1926-1931
Oil and Gas Journal	1934
Pacific Marine Review	1929-1932
Pacific Motor Boat	1931-1934
Power	1929-1931
Printer's Ink Monthly	1932 and odd copies
Railway Age	1929-1932
Railway Electrical Engineers	1930-1932
Railway Mechanical Engineers	May 1929-Nov. 1932
Railway Purchases and Stores	July - Dec. 1934
Sales Management	1929-1932
Survey of Current Business	1930-1934
Printed Salesmanship	1934 b.f.





## OFFICERS AND CHAIRMEN OF COMMITTEES

President.....Miss Nello Wilson  
San Francisco Stock Exchange  
155 Sansome Street, San Francisco  
EXbrook 6533

Vice-President and Editor.....Veronica J. Sexton  
California Academy of Sciences  
Golden Gate Park, San Francisco  
Bayview 5100

Secretary and Treasurer.....Mrs. Frances Lewis  
Commonwealth Club of California  
St. Francis Hotel, San Francisco  
DOuglas 4903

Member of Executive Committee.....Miss Louise Ophuels  
Lane Medical Library  
Sacramento & Webster Streets  
San Francisco WEst 8000

Employment Committee.....Miss Margaret Hatch  
Metropolitan Life Insurance Company  
600 Stockton Street, San Francisco  
DOuglas 7000

Membership Committee.....Miss Dorothy Krisher  
Shell Oil Company  
100 Bush Street, San Francisco  
EXbrook 5400

Methods Committee.....Miss Vera Mae Slaughter  
Standard Oil Company of California  
225 Bush Street, San Francisco  
Sutter 7700 Local 346

Program Committee.....Miss Edith Schofield  
U. S. Forest Service  
Phelan Building, San Francisco  
EXbrook 0778

Publicity Committee.....Miss Dorothy Andrews  
Standard Oil Company of California  
225 Bush S treet, San Francisco  
Sutter 7700

Union List Committee.....Miss Anita F. Levy  
San Francisco Public Library  
Business Branch, 1104 Russ Building  
San Francisco KEarney 3075



SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

B U L L E T I N

JANUARY, 1936

Vol. VI, No. 5

JANUARY MEETING

DATE	Tuesday, January 21, 1936, 6:00 P. M.
PLACE	Maison Paul Restaurant, 1214 Market Street, San Francisco. Dinner - 60¢
PROGRAM	Our guest speaker will be Mr. Robert Rea, Librarian, San Francisco Public Library. After a short business meeting, we will visit the Library.
RESERVATIONS	Please phone your reservation to Miss Anne Burnett, P. G. & E. Library, Sutter 4211, Local 863, not later than Monday, January 20.

ANNOUNCEMENTS OF EXECUTIVE BOARD

After January 15, forty-two ballots had been received by the Secretary in respect to the proposed amendments of the Constitution whereby the name of the Association would be changed from Special Libraries of San Francisco to San Francisco Bay Chapter of the Special Libraries Association, and the character of the associate membership would be changed from local to national. There were forty-one voted favoring and one vote disapproving the proposed amendment. Adoption of the amendments required the affirmative vote of three-fourths of the seventy-two members in good standing. All members who have not forwarded their ballot to the Secretary are urgently requested to do so by return mail. If ballots have been misplaced please communicate with the Secretary.

ASSOCIATE MEMBERSHIP DUES

Statement covering the 1936 dues for Associate membership will be mailed or presented immediately after the voting on the proposed change in this class of membership has been completed. If you have already paid in advance your 1936 dues, please disregard such statements which were prepared by Headquarters several weeks ago and sent to the Secretary for distribution.

MEMBERSHIP COMMITTEE

Miss Dorothy Andrews, formerly with the Standard Oil Library, is now Librarian for the North American Investment Corporation, Russ Building, San Francisco. Miss Jeanette Gormley, has taken her place in the Standard Oil Library.

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A perusal of Miss Helen M. Bruner's article in the October 15th issue of Library Journal, entitled "Possibilities for Research in the Sutro Collection", will add greatly to one's enjoyment and profit when touring the Public Library with Mr. Rea.





SPECIAL LIBRARIES ASSOCIATION,  
SAN FRANCISCO BAY REGION CHAPTER

B U L L E T I N

FEBRUARY, 1936

Vol. VI, No. 6

FEBRUARY MEETING

DATE Tuesday, February 18, 1936, 6:00 P.M.

PLACE Drake's Restaurant, 2441 Bancroft Way, Berkeley.  
Dinner - 60¢

RESERVATIONS Reservations should be made with Miss Margaret Miller, Standard Oil Library, Sutter 7700, not later than Monday, February 17.

PROGRAM Miss Orpha Cummings, Librarian, Giannini Foundation of Agricultural Economics, University of California, will be our guest speaker. Her paper will be on "SOURCES OF ECONOMIC INFORMATION ON CALIFORNIA AGRICULTURE". Following a short business meeting, the group will visit the Library of the Giannini Foundation.

ANNOUNCEMENTS OF EXECUTIVE BOARD

The Secretary has received from paid-up members the number of affirmative votes required to make effective as of January 1, 1936, amendments of our Constitution whereby the name of the local group has been changed from SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO to SPECIAL LIBRARIES ASSOCIATION, SAN FRANCISCO BAY REGION CHAPTER and the character of our Associate Membership has been changed to conform with the new National Associate Membership in order that this as well as other classes of membership shall be identical in the Chapter and the National Association.

The attention of members is called to the fact that the Constitution as amended definitely restricts membership in the Chapter to persons and institutions who hold one or more classes of membership in the National Association. The membership in the National Association constitutes membership in the Chapter upon application for affiliation with the Chapter.

Members are urged to pay promptly their dues for the year 1936.

The following members are serving as local members of National Committees and Groups:

Employment Committee

Miss Margaret Hatch, Librarian  
Metropolitan Life Insurance Company  
San Francisco, California



Membership Committee

Miss Dorothy Krisher, Reference Librarian  
Shell Oil Company  
San Francisco, California

University and College  
Departmental Librarians  
Group

Mrs. Mary Lothe, Librarian  
Division of Forestry, University of California  
Berkeley, California

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Miss Elizabeth Holden will discuss a proposal for a new project at the February Meeting.

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At the January Meeting a resolution was passed, expressing the sincere sympathy of the members to our President, Miss Nello Wilson, who recently has been bereaved by the death of her father.

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NEW PUBLICATIONS IN THE STANDARD OIL LIBRARY

CHEMISTRY OF SYNTHETIC RESINS, by Carleton Ellis. 2 vols. 1935.

"No one is better qualified to write on this subject, and it is doubted that any one could have done so more ably than Carleton Ellis, author of an earlier book "Synthetic Resins and their Plastice". The minor as well as the major developments in the field of synthetic resins have been brought up to date in this publication of 70 full chapters, making a text of nearly 1700 pages. Supplementing the detailed description are an extraordinarily large number of references, about 15,000 in number, citations to less common journals, or periodicals in foreign languages, as well as to patents, are accompanied by references to abstracts in chemical literature in English."

PLASTIC INDUSTRY IN AMERICA. Thomas Publishing Co. 1935

"This publication may be kept and used as a guide to secure sources of information in connection with the use of plastics. It contains classified lists of companies engaged in the plastic industry. There is included a description of the materials used in plastics, as well as informative announcements from manufacturers engaged in the plastic industry."

Two interesting periodicals are now being received currently by the Standard Oil Library, namely, Foreign Policy Bulletin and Foreign Policy Reports.





OFFICERS AND CHAIRMEN OF COMMITTEES

President.....Miss Nello Wilson  
San Francisco Stock Exchange  
155 Sansome Street, San Francisco  
EXbrook 6533

Vice-President and Editor.....Veronica J. Sexton  
California Academy of Sciences  
Golden Gate Park, San Francisco  
Bayview 5100

Secretary and Treasurer.....Mrs. Frances Lewis  
Commonwealth Club of California  
St. Francis Hotel, San Francisco  
Douglas 4903

Member of Executive Committee.....Miss Louise Ophuels  
Lane Medical Library  
Sacramento & Webster Streets  
San Francisco WEst 8000

Employment Committee.....Miss Margaret Hatch  
Metropolitan Life Insurance Company  
600 Stockton Street, San Francisco  
Douglas 7000

Membership Committee.....Miss Dorothy Krisher  
Shell Oil Company  
100 Bush Street, San Francisco  
EXbrook 5400

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225 Bush Street, San Francisco  
Sutter 7700 Local 346

Program Committee.....Miss Edith Schofield  
U. S. Forest Service  
Phelan Building, San Francisco  
EXbrook 0778

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Sutter 7700

Union List Committee.....Miss Anita F. Levy  
San Francisco Public Library  
Business Branch, 1104 Russ Building  
San Francisco KEarney 3075



SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER

BULLETIN

Volume VI

March, 1936

Number 7





SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER

B U L L E T I N

MARCH, 1936

Vol. VI, No. 7

MARCH MEETING

DATE Tuesday, March 17, 1936, 6:00 P. M.

PLACE Foster & O'Rear's, 216 Stockton Street, San Francisco  
Dinner - 60¢

PROGRAM The class in Special Libraries from the School of Librarianship, University of California, with their instructor, Miss Katherine Anderson, will be present at this meeting. Various of our members will give short talks on their libraries.

We are anxious to have all types of special libraries represented, so please make a special effort to attend this meeting.

RESERVATIONS Reservations should be made with Miss Edith Schofield, U. S. Forest Service, EXbrook 0778, not later than Monday, March 16.

ANNOUNCEMENTS OF EXECUTIVE BOARD

Some time ago President Howard L. Stebbins wrote this encouraging letter to our Chapter:

"At this rather late date may I express my personal appreciation of the action your Chapter has taken in deciding to require national affiliation from all its members? In the stress of getting ready for Executive Board meetings and straightening matters out afterwards, a favorable opportunity for writing to you has not come to me before.

"It is a matter of great satisfaction that your Chapter feels the value of its national affiliations to the extent reflected in your recent action. The problem of suitable contacts between the national organization and the two California Chapters is a great one, and we rejoice in the continued loyalty and desire to co-operate that has been shown."

The Southern California Chapter of Special Libraries Association has invited our Chapter to join it in a meeting of special librarians at the Annual Convention of the California Library Association in San Diego. May 2nd is the date tentatively set for the joint meeting. All members who are planning to attend the Convention are asked to let the Board know as early as possible so that arrangements for the meeting with the Southern California Chapter may be completed. The President of the Southern California Chapter has asked for suggestions in regard to the program.



Official travel information for the Annual Convention of Special Libraries Association at Montreal, Canada, June 16 to 19, may be obtained from Miss Dorothy Andrews, North American Investment Corporation, Russ Building, San Francisco, Douglas 7900.

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NOTE FROM THE PRESIDENT  
CALIFORNIA LIBRARY ASSOCIATION

Because of its location and possibilities offered for recreation and pleasure, Hotel del Coronado has been selected for the Annual Convention of the California Library Association to be held from April 29 to May 2, inclusive. Miss Cornelia D. Plaister, San Diego City Librarian and President of the Association, and the Executive Committee of the Association urge all who can to attend the convention. There will be plenty of opportunity between the various meetings to attend the California Pacific International Exposition which reopened in San Diego, February 12, and which offers itself innumerable attractions, among them the now-famous Globe Theater Players. A dinner for those attending the convention will be held in the Casa del Rey Moro Cafe at the Exposition on April 30.

The convention schedule presents an array of outstanding speakers and meetings of vital interest to all those interested in any type of library work. Foremost among the speakers will be Louis Adamic, noted author, who will talk on the evening of May 1. Elie C. Edson, publicity director of the Globe Theater Company will speak on the evening of the opening day, April 29. Miss Althea Warren, Los Angeles City Librarian, and Julius Wangenheim of San Diego are scheduled to talk on the afternoon of May 1, at the Municipal Libraries section meeting. Dr. Helen Gordon Stewart, director of the important regional library experiment in Fraser Valley, British Columbia, will speak Thursday morning, April 30, and Miss Nora Beust, assistant professor at the School of Library Science of the University of North Carolina, will lead an institute on library work with boys and girls on May 1 and May 2.

Subjects for discussion at other meetings will include the code of ethics for librarians, the status of library education, and the California certification law, as well as effective library publicity.

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San Francisco Stock Exchange  
155 Sansome Street, San Francisco  
EXbrook 6533

Vice-President and Editor.....Veronica J. Sexton  
California Academy of Sciences  
Golden Gate Park, San Francisco  
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Commonwealth Club of California  
St. Francis Hotel, San Francisco  
DOuglas 4903

Member of Executive Committee.....Miss Louise Ophuels  
Lane Medical Library  
Sacramento & Webster Streets  
San Francisco West 8000

Employment Committee.....Miss Margaret Hatch  
Metropolitan Life Insurance Company  
600 Stockton Street, San Francisco  
DOuglas 7000

Membership Committee.....Miss Dorothy Krisher  
Shell Oil Company  
100 Bush Street, San Francisco  
EXbrook 5400

Methods Committee.....Miss Vera Slaughter  
Standard Oil Company of California  
225 Bush Street, San Francisco  
Sutter 7700 Local 346

Program Committee.....Miss Edith Schofield  
U. S. Forest Service  
Phelan Building, San Francisco  
EXbrook 0778

Publicity Committee.....Miss Dorothy Andrews  
North American Investment Corporation  
2500 Russ Building, San Francisco  
DOuglas 7900

Union List Committee.....Miss Anita F. Levy  
San Francisco Public Library  
Business Branch, 1104 Russ Building  
San Francisco KEarney 3075



SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER

BULLETIN

APRIL, 1936

Vol. VI, No. 8

APRIL MEETING

DATE	Tuesday, April 21, 1936, 6:00 P. M.
PLACE	La Buvette, 134 Maiden Lane, San Francisco Dinner - 60¢ (including tax and tip)
PROGRAM	After a brief business meeting, the group will visit the interesting and unusual music library of the National Broadcasting Company, 111 Sutter St.
RESERVATIONS	Reservations should be made with Miss Edith Schofield, U. S. Forest Service, EXbrook 0778, not later than Monday, April 20.

ANNOUNCEMENTS OF EXECUTIVE BOARD

The President has appointed the following members as a Nominating Committee to propose officers and a member of the Executive Board for the year July 1, 1936 to June 30, 1937:

Miss Elizabeth Holden, Chairman  
Miss Margaret Hatch  
Miss Ava Brown

The Secretary reports that as of April 13, 1936, sixteen Associate Members and six Active Members had not paid their 1936 dues. All members who have not yet sent in 1936 dues are urged to do so at the earliest possible date.

The following members will speak on the subjects listed at the joint meetings of the Southern California Chapter and the San Francisco Bay Region Chapter to be held on May 2nd at the California Library Association Annual Convention, at Hotel Coronado, San Diego:

Miss Margaret Hatch:	"Work of the Employment Committee"
Miss Margaret M. Miller:	"Problems and Value of a Union List of Periodicals"
Miss Edith Scofield:	"Co-operation among Special Libraries of a Community"





SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER

B U L L E T I N

MAY, 1936

Vol. VI, No. 9

MAY MEETING

DATE Tuesday, May 19, 1936

PLACE Foster & Orear, 216 Stockton Street, San Francisco  
6:00 P. M. Dinner 60¢

PROGRAM Chairmen of Committees will report on the work of their  
respective groups during the past year.

There will be reports by members who attended the joint  
meeting of the Bay Region and Southern California Chapters  
at the annual meeting of the C. L. A. at Coronado.

Proposals which were made for developing cooperation  
between the Chapters will be discussed.

Miss Levy will tell about the proposed certification law  
for librarians in California. This topic was one of the  
most important of those considered at the meeting.

RESERVATIONS Reservations should be made with Miss Anne Burnett  
Pacific Gas and Electric Library, Sutter 4211, Local 863,  
not later than Monday, May 18, 1936.

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The Nominating Committee has submitted for the consideration of the members the  
following list of candidates for the offices of the Association for the  
year 1936 to 1937:

President: Miss Edith Schofield, U. S. Forest Service

Vice-President  
and Editor: Miss Jessica M. Fredericks, Music Department,  
San Francisco Public Library

Secretary-Treasurer: Miss Edwarda Adams, Schwabacher & Company

Executive Committee: Mrs. J. C. Barry, California State Chamber of Commerce

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Miss Fredericks extends a gracious invitation to all members to spend  
Sunday, June 7 at her Mill Valley place. Basket lunches brought by individuals  
will be in order, and hot coffee will be served. Miss Fredericks will announce  
directions at the Meeting.



SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER

B U L L E T I N

JUNE, 1936

Vol. VI, No. 10

At the last meeting held on May 19, the following officers were elected to serve for the 1936/1937 term:

PRESIDENT

Miss Edith Schofield  
U. S. Forest Service  
Phelan Building, San Francisco

VICE-PRESIDENT AND EDITOR

Miss Jessica M. Fredericks  
Music Department  
San Francisco Public Library

SECRETARY-TREASURER

Miss Edwarda Adams  
Schwabacher & Co.  
San Francisco

EXECUTIVE COMMITTEE

Mrs. J. C. Barry  
California State Chamber of Commerce  
Ferry Building  
San Francisco

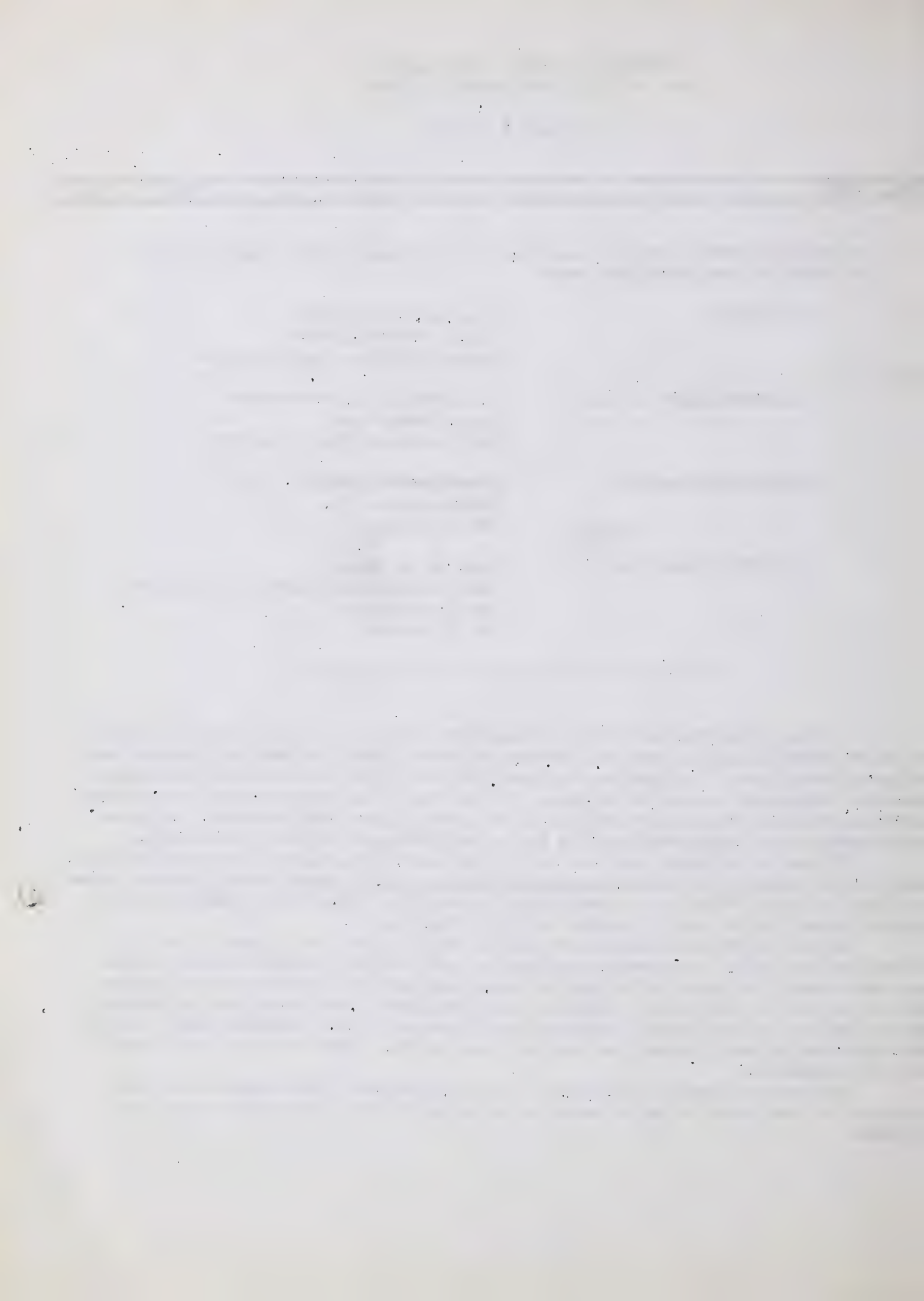
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It has been decided that a regular June Meeting will not be held, but instead the members will gather at a picnic on Sunday June 7 at the Mill Valley home of Miss Fredericks. The 10.40 a. m. Sausalito boat from San Francisco will make it possible for guests to arrive at noon. At the end of the line in Mill Valley take Ray's bus to Miss Fredericks' on Marguerite Avenue, near Mrs. Hodghead. Go down stairs under sign saying "Tahome" to 2nd house (Cottage with red tiled roof).

If you are driving your own car go out West Blythedale to end of paved road. Turn sharply up hill to left (Marguerite Ave.), and go around about a dozen turns and look for sign "Tahome" on tree stump at left. Go down stairs under sign to second house. Police dog is gentle and affectionate.

If you are walking take Corte Madera Avenue. Stay on it past a red gateway on the left. At next opening on the left (about a block) turn left where you see a small log cabin with lots of garden and back of it another one. Go up the stairs to the next street (McGee). The eucalyptus trees mark the beginning of the lot and a rough trail leads up to the house. If you ask directions ask for Mrs. Hodghead or Ada Clement, as they are well known. The walk will take about seventeen minutes.

Friends of members are welcome and it is suggested that groups may come prepared to cook part of their luncheon on the open fire-place which is on the grounds.





SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER

B U L L E T I N

AUGUST 1936

Vol. VII, No. 1

AUGUST MEETING

DATE August 18, 1936 - Tuesday

PLACE Foster & Orear, 216 Stockton Street, San Francisco  
6:00 P.M. Dinner 65 cents

PROGRAM Mr. Paul S. Everley of the Construction Materials Research Co. will describe the CONSTRUCTION MATERIALS INDEX, explaining how this index can be useful to the special librarian.

Chapter members who are affiliated with National Association work will discuss some of the activities carried on by such groups as Financial, Commercial, Insurance, Civic-Social, and Public Business, etc., during the past year.

The first meeting of the year, it is felt will be appropriate to invite prospective members to attend. This meeting will serve as an introduction to the Bay Region residents who are not members of the S.L.A. but who are interested in knowing what the Association is, and for those who may wish to join.

RESERVATIONS Reservations for dinner should be made through Miss Jeanette Gormley, Standard Oil Co. Library, SU 7700, not later than Monday, August 17, 1936

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UNIVERSITY EXTENSION COURSE ANNOUNCED

Library Use and General Bibliography XB 101. 2 units.  
Dr. Peyton Hurt, instructor.

For the average reader, teacher, or student. The significance and use of periodicals, books, and other types of library material; the indexes and guides; how to find printed information on topics of interest; how to select the best for reading and study; methods of keeping up with current literature.

Tuesday, Sept. 22, 7-9 p.m.; room 403, 540 Powell Street, San Francisco; 15 meetings; enrollment fee, \$12; annual registration fee, \$1.

"We wish to extend a cordial invitation to any of the special librarians interested to attend Dr. Hurt's first session on Tuesday evening, September 22, at 7 o'clock."



CHAIRMEN OF COMMITTEES FOR 1936-1937:

Employment Committee

Miss Margaret Hatch  
Metropolitan Life Insurance Company  
600 Stockton Street, San Francisco  
DOuglas 7000

Membership Committee

Miss K. Dorothy Ferguson  
Bank of America N. T. & S. A.  
1 Powell Street, San Francisco  
DOuglas 6112

Program Committee

Miss Jeanette Gormley  
Standard Oil Company of California  
225 Bush Street  
SUTter 7700

Publicity Committee

Miss Isabella M. Frost  
Oakland Free Library, Reference Dept.  
HIgate 2437

Union List Committee

Miss Anita F. Levy  
San Francisco Public Library, Business  
Branch  
1104 Russ Building, San Francisco  
KEarny 3075

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THEORY OF THE EARTH

1. The Earth is a sphere.

2. The Earth is a sphere.

3. The Earth is a sphere.

4. The Earth is a sphere.

5. The Earth is a sphere.

6. The Earth is a sphere.

7. The Earth is a sphere.

8. The Earth is a sphere.

9. The Earth is a sphere.

10. The Earth is a sphere.



SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER

BULLETIN

\*\*\*\*\*

September 1936

Vol. VII, No. 2

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SEPTEMBER MEETING

- DATE Tuesday September 15, 1936
- PLACE Foster & Oreser, 216 Stockton street, San Francisco. 6:15
- PROGRAM Mr. Ted Reindollar will address the Association on the subject of the Golden Gate International Exposition to be held in 1938. Mr. Reindollar is a member of the Publicity Department of the Exposition
- RESERVATIONS Reservations for dinner should be made through Miss Jeanette Gormley, Standard Oil Company Library, Sutter 7700, not later than Monday September 14th. East Bay members may make reservations with Miss Anne Aviakian at the California Forest Experiment Station, Ashberry 8210

EDITORIAL

The new editor approaches her task with much trepidation and with many appeals for help. Please send in items of interest to the chapter: news of your own work, ideas, suggestions. After all, it is what each librarian contributes that makes an interesting bulletin. Has your library sponsored any lectures, or is it going to do so? What new books have you received? Have you compiled any bibliographies? All your special activities are of interest to the whole group. And what would you like to see in the Bulletin? Provocative criticism will be cordially welcomed.

The editor would like to receive for publication monthly reports from committee chairmen.



to the public library association.

It is hoped that the C.L.A. will also be interested in its part, and should be so as a library association. The library association should be interested in the C.L.A. Your special activities should be of interest and I think you will find them to be of interest to you.

As a result of action taken during the last annual meeting of the C.L.A. a committee has been appointed which will have a very close working relationship with those of your association. One committee, to be known as the Professional Relations Committee, is formed in the order to eliminate as much as possible the duplication and overlapping of activities by committees of the various library associations in California. On this committee your association is represented by Miss Edith Colborn, Librarian, U.S. Forest Service, San Francisco; and Miss Alberta E. Fitch, Librarian, California Franchise Association, Los Angeles. During the year we hope to see in operation the results of both committees.

Every phase of library work is special, and every librarian is a special librarian inasmuch as he or she gives his intense and individual devotion to his task. Consequently, the librarians who make their work that of specialization, better the entire profession, enlarging its scope and pushing its horizons ever further into the unpredictable future of the possibilities of library service.

Robert Lea, President, C.L.A.

### UNIVERSITY EXTENSION

It is not too late to remind members that Dr. Peyton Hurt's University Extension Course on "Library Use and General Bibliography" starts on Tuesday September 22nd. A cordial invitation to attend the first session is given to any Special Librarians interested.

### OFFERS

Mrs. Carmody reports that the Mechanics' Institute, 57 Post street has the following duplicates to give away:

- American Society. Civil Engineers Transactions
  - v.62. March 1909
  - v.63. June 1909
  - v.64. Sept. 1909
  - v.67. June 1910
- American Institute Electric Engineers Transactions
  - v.12. 1904
  - v.39, pt.2. July-Dec. 1910
- General Electric Review
  - v.20, 1917--v.24, 1921
- Justus Liebig's Annalen der Chemie
  - 331, 1904--341, 1905
- Pacific Coast Gas Association Proceedings
  - v.15, 1924





## INTERNATIONAL LABOR MOVEMENT

The writer of the following message is one of the San Francisco's famous journalists. In the first of the next chapter of the Labor Professional Association we meet him as a speaker. I have asked Mr. John C. Barry to tell us of this national organization which is of vital importance to all professionals and "white collar workers."

### INTER-PROFESSIONAL ASSOCIATION

Till lately members of the professions in the United States have had no real serious difficulties. The trouble is traceable to their shrinking from an organization capable of protecting their economic interests. In many instances pride has made them feel they were superior to those unions that helped workers in other fields to improve conditions.

Now there's a big change. Professional women and men are getting together. They're forming groups where they grow better acquainted and where they profit by co-operative effort that affects their welfare.

A notable organization of this kind is the Inter-Professional Association, generally called the IPA. It's beginning to overcome the long established reluctance. Into its ranks it's drawing doctors, writers, lawyers, architects, dentists, painters, musicians, artists of many kinds. It professional quality it isn't greatly concerned about stressing. It has a lively appreciation of the unity in work, the value of workers in every field recognizing that, fundamentally, their interests are the same.

In San Francisco and Los Angeles the IPA is flourishing. Its weekly meetings bring out important discussions of social and economic subjects, like the Frazier-Lundeen Bill, for instance, a forward looking measure it's enthusiastically supporting.

John C. Barry, Chairman, S.F. Chapter, IPA

[Information as to membership in the IPA may be obtained from the Secretary, Mrs. E.E. Peterson, 750 Presidio Avenue, Walnut 3411]

### LIBRARY NOTES

The Psychologic Center is building up a loan library of books on psychology and related topics. These books cover the fields of general psychology, social and applied psychology, personality and clinical psychology, sex and marriage, child psychology and allied topics. The library is located at 210 Post street and the hours are Tuesdays and Thursdays from 4 to 6 and Saturdays from 12 to 4. [Data supplied by Mrs. Fern McElrath, librarian.]

### LECTURE NOTES

The California Academy of Science sponsors an interesting lecture every first Wednesday at 8:00 P.M. in the Assembly Room of the Public Library. Usually there are moving picture illustrations. The public is invited.

Also open to the public are the meetings of the State Mineral Society on second Wednesdays, same hour and place.

At the deYoung Memorial Museum in Golden Gate Park, Miss Helen Gordon Barker lectures every Sunday from 2 to 4.



## MUSIC NOTES

\*The winter's music season promises to be brilliant, no less. (brilliant is a much overworked word, but see if it is not justified for once.) Appearing together in a single cast during the opera season will be Flagstad, Lehmann, Melchior, Schorr and List. But even after that dazzling "Valküre" there are names left over. For other performances we shall have Bruna Castagna, Elizabeth Rethberg, Ezio Pinza, Lawrence Tibbett and our own little Josephine Tumminia. The latter will give us a role which she says she has long been anxious to sing so we will await her "Gilda" with some of her own eagerness. Almost a novelty will be Carmen which has been given only four times in the thirteen years history of this company. It is one of the most difficult operas in the entire repertoire; no second rate performance can please. Bruna Castagna who is to be Carmen, is known to us only over the air.

For novelties on the concert stage there will be the Joost Ballet; we have been tantalized with reports of this famous group for years. Marian Anderson, the negro soprano is the other outstanding novelty. Jaded critics of New York and Europe have raved over her. Apparently, she has the artistry and emotional genius of her racial co-artist, Roland Hayes.

[\* If you will have a music librarian for an editor you must expect something like this from time to time!]

## BOOKS AT RANDOM

Culver, Dorothy Campbell. Methodology of social science research.

A bibliography. ("Publications of the Bureau of Public Administration, University of California.") Berkeley: U.C. Press, 1936. Pp.159. \$2.00

Darrow, Karl K. Electricity, atoms and light. Lectures on the splendid modern renaissance of physics. Macmillan, \$3.00

Elliott, V.V. and others. International control of the non-ferrous metals.

A searching analysis of the political and economic effects of the existing agreements between national groups of producers to limit production in the non-ferrous metals. Macmillan, \$10.00

Robison, Sophia M. Can delinquency be measured? This study, which tests official statistics as a measure of delinquent behavior in small neighborhoods of a city, casts doubt on the whole "delinquency area" theory based on official statistics. A new method based on other data is offered.

Columbia Univ. Press, \$3.00

Varley, Douglas H., comp. A bibliography of Italian colonisation in Africa with a section on Abyssinia. This is a competent list of the works dealing with present conflict and with the events which gave rise to it. It is selective and exhaustive in its contents; includes both books and periodical articles as well as the official documents of the nations concerned. Lond., Royal Empire Society & the Royal Institute of International Affairs, 1936. Pp.92, 2s.6d.

Vaples, Douglas & Lasswell, Harold D. National libraries and foreign scholarship. An endeavour to estimate, from the Social Science aspect, the international mind of libraries, and to tabulate the shadows cast by propaganda and by prejudice. Chicago: Univ. of Chicago Press, 1936. \$1.50







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 \*SPECIAL LIBRARIES ASSOCIATION \*  
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 \* SAN FRANCISCO BAY REGION CHAPTER \*  
 \*  
 \* BULLETIN \*  
 \*  
 \* October 1936. Vol.VII, No.3 \*  
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OCTOBER MEETING

DATE Tuesday, October 20, 1936

PLACE Foster & Crear, 216 Stockton street, San Francisco  
 6:00 - - - - - Dinner 65 cents

PROGRAM Mr. Will Merryman, who is Managing Director of the  
 Retail Merchants Association of the S.F. Chamber of  
 Commerce, will speak on the Robinson-Patman Act.  
 Because of the interest shown in this Act by so many  
 business organizations, the Association extends, through  
 its members, a cordial invitation to those who may wish  
 to attend this meeting and hear Mr. Merryman's talk.

RESERVATIONS  
 Reservations for dinner should be made through Miss  
 Jeanette Cornley, Standard Oil Company Library Su7700,  
 not later than Monday, October 19th. East Bay members  
 may do this through Miss Isabella A. Frost, Oakland Free  
 Library, Reference Department, Higate 2437

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Officers of the S.F. Bay Region Chapter

President	Miss Edith Schofield, U.S. Forest Service
Editor	Miss Jessica Fredricks, S.F. Public Library
Secretary-Treasurer	Miss Edwards Adams, Schwabacher & Company, S.F.

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To the San Francisco Bay District Chapter, Special Libraries Association  
Greetings:

As President of the S.F. Bay District, California Library Association, it is my earnest hope that this year we may lay the foundation for a greater interest in our respective organizations and, through the medium of cooperative endeavors, more closely ally ourselves. We are all, in one sense or the other, special librarians. Many of our problems are likewise your problems. If we can foster a keener interest in each other's organizations, we can surely obtain a truer understanding and perhaps find a better solution to many of our problems. Miss Margaret Miller, Miss Margaret Hatch and Miss Jessica Fredericks from your leadership are also serving in C.L.A. capacities this year.

Cooperation is much in the minds of librarians to-day; it is of vital importance to all types of libraries within the district. With this in mind "Regional Cooperation" has been chosen as the topic for discussion at the fall meeting to be held on October 13rd, at eight o'clock, in the Assembly Hall of the S.F. Public Library. The program will be as follows:

Regional cooperation in the South

Mr. William Carlisco, formerly Librarian, Vanderbilt University

Cooperation among the Special Libraries

Miss Edith Schofield, Librarian, U. S. Forest Service

Cooperative book selection

Miss Katherine E. Anderson, School of Librarianship, University of California

Inter-library loan

Mrs. Enid F. Tanner, Librarian, University of California Library

Jeannette A. Bittencourt

President, S.F. Bay District, C.L.A.

### S.F. Bay District Library Discussion Group

The most recent development in the Bay District of the C.L.A. is the launching of a movement for a Discussion Group. This movement, which first proved popular in the Puget Sound country last year, will bring together all library workers of the area who are interested in a fuller discussion of the many problems of professional interest common to all the existing groups, but not fully discussed by any of them.

Tentative plans call for panel discussions led by specially qualified leaders, to be followed by audience discussion at each meeting.

The first meeting will be held in the Assembly Room of the S.F. Public Library at 7:45 P.M. Thursday November 15th. The topics chosen for discussion are Civil Service, Certification, Salary Standards and Exchange of Library Positions.

Other subjects for future meetings are Staff Associations, Junior Members' Groups, Forums, The Library and Adult Education, Higher Degrees, C.L.A. Journal and Publicity Problems.

The committee members for this new group are as follows:

Miss Jane I. Curtis, Alameda Public Library

Miss Orcena Dawson, Stanford University Library

Miss Jessica Fredericks, S.F. Public Library

Mr. John D. Sawyer, Oakland Free Library

Mr. John F. Sawyer, Librarian, S.F. Public Library





SPECIAL LIBRARY PROBLEMS. A tentative outline, course program. A report of New Jersey's educational experiment. A 10 page pamphlet describing the organization steps in this program; outlines the content of the lectures & giving the reactions to the course by those enrolled. The appendices include charts of the educational preparation of the students, a bibliography of supplemental reading & publicity exhibits. The pamphlet will serve as a guide to those interested in further experiments. Price 50cents.

ORDERS FOR COPIES WILL BE TAKEN AT THE NEXT MEETING

THERE WILL BE A COPY OF HAND FOR INSPECTION

THE DREAM IN PRIMITIVE CULTURES. by Jackson Steward Lincoln, Ph.D. with an introduction by Professor C.G. Lelander, Ph.D. Lond., The Grange Press, 183h. Baltimore, Illinois 1935, 14.00

"Dr. Lincoln has here collected, with laudable scholarship, a very great mass of data consisting of the dreams, & customs relating to dreams, of the most primitive races." The London Mercury, Jan. 1935.

"Dr. Lincoln has worked in the anthropological field, & has made personal acquaintance among the North American Indians with dreams & how they are taken seriously. He has also spent laborious days in the study, as is shown by the extent of his reading, as well as by his familiarity with the working principles of psycho-analysis. The result is a well-balanced treatment of primitive dream-stuff in its true relation to the individual's experience & to his cultural associations." The Times (London) Literary Supp., Nov. 16, 1935  
"This is a very valuable psycho-analytic study of the part played by dreams in primitive cultures & also of the dreams of present day primitive peoples. The book will make a valuable contribution to psycho-analytic literature." Inter. Journal of Psycho-analysis, vii, vii, Part 1.

Descriptive notes received from Helle Wilson

In the Sept. Annual (Statistical) Issue of AIDA'S CIRCULAR appears the first installment of an extensive bibliography on Liquor Control, which is offered by the California Liquor Industries Assn. of which Miss Margaret Looney is librarian. It is planned to publish the remainder in subsequent issues of Aida's and to issue reprints.

The bibliography comprises over 600 titles of the more important works on liquor control which have been published in English since 1900, with several significant titles of the last century and early 1900's. It was compiled at the School of Librarianship of the University of California by Frances J. Van Ness, and, Father E. Koch and Carol Luton, under the direction of Thomas Corcoran.

As a forward to the bibliography, Miss Looney has written an article on the value of bibliography and organized library service in legislative work. The bibliography was used by the Public Relations Committee of the California Liquor Industries Assn. at the last session of the State Legislature in 1934, when the present Alcoholic Beverage Control Act of California was drawn.

[Miss Looney's forward will be printed in a later issue of the bulletin]

The S.F. Business Branch of the Public Library has lately acquired four books put out under the auspices of the Institute of Pacific Relations. They are "Economic handbooks of the Pacific area" ed. by F.V. Field; "Eastern Industrialization & its effect on the West" by G.E. Hubbard; "Commodity control in the Pacific area" ed. by L.L. Holland & "Trade and trade barriers in the Pacific" by P.C. Wright. As the titles indicate, these books deal with two areas of those countries bordering on the Pacific Ocean & which have representation in the Institute of Pacific Relations. Having connection with this organization, they are as nearly without bias as books can be. They contain invaluable factual information as well as statistical tables on the commerce, industry & general economic conditions of these countries & constitute excellent reference material.





Union List Committee Library, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000

## MAGAZINES (broken files)

Commercial Monthly (and Monthly) 1922-1923-1924  
Commercial and Financial Chronicle. 1922-1924  
Indiana Printer. 1924  
Monthly Labor Review. 1920-1921-1924  
National Safety News. 1922-1924  
Nation's Business. 1922-1924  
Office Appliances. 1924  
Public Health Reports (U.S. Public Health Service) 1922-1924-1925  
Survey and Survey Graphic. 1924

## BOOKS

People's Public Utilities. 1922  
McNally Banker's Directory. July 1922, Jan. & July 1923, July 1925  
Carnegie Foundation for the Advancement of Teaching. 19th Annual Report.

The Shell Development Company Library, Maeryville  
Thomas Register of Manufacturers. 1920-1921

## COMMITTEE REPORTS

The Union List Committee can report more than the usual progress, and is enabled to present a finished project, properly housed in the C.F. Public Library early in 1925. The problem of publication by and for the Special Libraries Association will be taken up at a later date. When complete, the list will include serial holdings including periodicals, in over forty libraries in the Bay region, ranging from University, college and large public libraries to Special Libraries and industrial organizations.

## LETTERS RECEIVED

Miss Helle Wilson, in sending the book notices elsewhere noted, writes that she will not be able to attend any of the meetings this year, as she has a seminar on Tuesday evenings, but will probably see us at dinner if the meeting takes place in Berkeley any time. She writes of meeting Dr. Lincoln, the author of a book on dreams and telling him she felt the S.L. members, through the bulletin, would like to hear of his book. A copy of this issue will be sent to him.

## MUSIC

A glimpse into the future was my unusual privilege one night last week. To be sure, only three weeks and a day into that unknown realm, but when one speaks of the heightened and dramatic atmosphere of opera exaggeration is easy. It was a dress rehearsal of portions of Il Trovatore and La Juive, and the opera house itself seemed but a shadow of the sparkling auditorium one usually sees. For once, the pageantry and color were on but one side of the footlights; only tailcoats and street costumes paraded the dim corridors during the intermission. This innovation of dress rehearsals is one of Maestro Carola's smart ideas and serves the double purpose of giving the chorus and small parts an opportunity rehearsing with the understudy-principals many times before the luminous stars arrive and every hero and heroine has a well-drilled substitute in case of accident or illness. October 20th is the opening night and La Juive is the opera.





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 The word library caught my eye out of a page of fine print in the telephone book and so I came to know about the LIBRARY SERVICE COMPANY. Its proprietor, Mr. C.W. Rice, does book reconditioning which he defines as the preservation of leather against drying, scuffing and loss of color and strength. This expert considers it a service that all leather books require periodically and if commenced early in the life of the book, split backs, frayed tops and other signs of age would be eliminated or greatly reduced. He also repairs books and the care of entire libraries is solicited.  
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 \* BULLETIN \*  
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 \* November-December 1936 Vol. VII, No. 4 \*  
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DECEMBER MEETING

DATE December 1, 1936

PLACE Drake's Restaurant, 2441 Bancroft Way, Berkeley  
 6:15. Dinner 65cents

PROGRAM Miss Emily H. Huntington, Ph.D., Assistant  
 Professor of Economics, University of California,  
 will speak on trends in social legislation with  
 special reference to the Social Security Act, 1935,  
 explaining and discussing the provisions of the Act.

RESERVATIONS San Francisco: Miss Jeannette Hagen, U.S. Forest  
 Service Library, Elbrook 0778  
 East Bay: Miss Isabella Frost, Oakland Free Library,  
 Reference Department. Higate 2137

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Officers of the S.F. Bay Region Chapter

President	Miss Edith Schofield, U.S. Forest Service
Secretary-Treasurer	Miss Edwards Adams, Schwabacher & Co. S.F.
Editor	Miss Jessica Fredricks, S.F. Public Library







## A UNIVERSITY LIBRARIAN SPEAKS

Not so long ago, a librarian was supposed to know something about everything, and everything (perhaps) about something. Today he is expected to know more and more about less and less. Specialization is the order of the day, and chief librarians and governing boards are coming to recognize that fact and to reorganize their libraries accordingly.

Must the library schools modify their programs to meet the new conditions, and if so, how? It has been variously suggested that the schools make special study of a subject field a requirement for admission; that they offer a second year devoted primarily to study of a subject field; and that they endeavor to recruit from among the graduate students and young instructors in the universities. The answer seems to me rather to be increased emphasis upon study of the literature of subject fields as distinguished from the subjects themselves, and the working out of a technique for such study. This is Dr. Peyton Hurt's idea.

The question is worthy the careful consideration of members of the Special Libraries Association.

Harold L. Leupp

Librarian, University Library, University of California.

### THE HOOVER WAR LIBRARY

The Hoover War Library is a collection of materials for research in causes, the conduct and results of the World War, the peace settlements and the principal national and international problems of the period of reconstruction. These materials, from both belligerent and neutral nations, relate to the principal fields of the social sciences for the periods indicated. They include government documents, files of newspapers and serials, archives of World War organizations, manuscript memoirs and diaries of men and women important in world affairs during the war and post-war periods, publications of national and international bodies, both official and unofficial, and books and pamphlets. Special materials, supplementary to those in the Stanford University Library, are concerned with the underlying causes of the War. The Library's time limit for the post-war period has been fixed tentatively at 1925. Certain problems, especially those concerned with the application of the treaties of peace, remain to be covered to a point eventually determinate.

The Hoover War Library has a separate physical existence in the University Library, with its own stack, reading room and staff. In addition to the administrative staff there is a research staff which is carrying on research in the Hoover War Library's materials on the Russian Revolution, the German Revolution and the Peace Conference.

The use of the unrestricted materials is open to graduate students from other universities and to other qualified investigators approved by the Librarian and the Chairman of Directors.

Two series of publications are now being issued by the Hoover War Library. Number 11 of Hoover War Library Publications has just come from the Press (September 1936). Number 2, the latest issue in the Hoover War Library Bibliographical Series, appeared in June, 1935.

Ralph Haswell, Professor of Modern European History,  
Chairman of Directors

Nina Almond, Librarian. (Article contributed by Miss Almond)





## EXECUTIVE BOARD MEETING AND COMMITTEE REPORTS

Members of the Executive Board and Committee heads of the Chapter held a joint meeting on Friday, November 5th in the offices of the Forestry Service in the Phelan Building.

The resignation of Mrs. J.C. Barry as executive-committee member was accepted; she is moving to Southern California for the winter, but we hope to have her with us again next year. A new appointment will be announced shortly.

Plans were discussed for perfecting a system of exchanges of library material with the Southern California chapter.

Miss Elizabeth Holden, Librarian, Federal Reserve Bank, is now a member of the Employment Committee. Miss Hatch, chairman and Miss Holder have been working on a new application blank. This will soon be ready to send to the Employment Committee of the Southern California Chapter for further suggestions. The two Employment Committees plan to adopt a uniform blank which will aid employment work by the S.F. and Southern California Chapters.

Early in November, the Employment Committee contacted the new offices of the California State Employment Service in the Mills Building; they are to handle commercial-professional positions. Ways in which these offices and our committee can cooperate were discussed. The Committee felt that, in the event of the State Employment Service receiving calls for librarians, or inquiries regarding libraries in business and other organizations, that they should have information about the Special Libraries Association and its employment service. The State Employment Service stated that it has a number of librarians registered, and suggested that it send qualified librarians who might not have registered with the Special Libraries Association to apply with the Employment Committee. A possible plan to have all applicants register at both the State Employment Service offices and with the Special Libraries Association was discussed.

Four or five of those carrying on various activities at the State Employment offices took part in the discussion. Much interest was shown and it was felt that good cooperation could be brought about in connection with the special libraries field.

Miss Ferguson, chairman of the Membership Committee told of plans and hopes for enlarging our ranks. But in addition to all the Committee can accomplish, the fact is clear that the united efforts of each Special Librarian are required. Phone or write your friends, invite them to our meetings, develop all such contacts especially among your professional acquaintances who are doing research work so that we may increase the membership in that group. "This is one committee," says Miss Ferguson, "that is everyone's job."

Plans concerning the format and type to be used in the nearly completed Union List were discussed.

Mrs. Barry, who was to have been the S.F. representative on the National Cooperative Committee of the S.L.A., will be representative-at-large due to her withdrawal from the Bay Region Chapter. She will regulate the results of the questionnaires concerning needs of individual libraries.





## WITH OUR MEMBERS

In the October SPECIAL LIBRARIES, you will find two articles by members of our S.F. Bay Region Chapter. There is "Coöperation among Special Libraries of a Community" by Margaret Miller and "Coöperation among Special Libraries of a Community--An Ideal Program" by Edith Schofield. We can well be proud of the subject matter and writing of these papers.

Margery Bedinger, our "longest long distance" member, Librarian of the University of Montana School of Mines at Butte, Montana, has sent Miss Schofield a notice of a publication by herself called "Navajo Indian Silver-Work." In her letter she modestly says she thought the members might be interested in the monograph, as collecting Navajo Indian silver-work has long been a hobby of hers and that she has made many visits to remote sections of the Navajo Reservations on this quest. We are indeed happy to call attention to this work and wish Miss Bedinger numerous sales and a good press in addition to the pleasure of indulging in ones hobby. The publisher is John Van Male, 3331 E 14th avenue, Denver. The publication date was August 1936, size: 36pp., 8" x 10", price \$1.00

Herbert A. Franke, formerly of the California State Division of Mines, is now in Washington, D.C. He asks to have his bulletin sent to the old address, as he had not subscribed personally, his position including the librarianship only as a sideline. He writes, "In my new work with the U.S. Bureau of Mines I am Assistant Mineral Economist in the Metal Economics Division. My work with the U.S. is quite different from my old position as Junior Mining Engineer. Washington is new and interesting."

The following excerpts are taken from Miss Rooney's foreword to the Bibliography on Liquor Control; it was published with the first installment of the bibliography in the September issue of Milda's "Criterion." The editor regrets not being able to give it in full.

"It has been well said that a trade association is a corporation and an educational institution. ... With the rebirth of a great industry there appears a host of problems to be solved in conflict with old laws and regulation. What part shall the Federal and State governments play in the regulation of the liquor business? ... How shall the rate of Federal and State taxation be determined? ... How shall the bootlegger be put out of business? And last but not least: How shall the American public be educated to a greater temperance? ... Unlike any other industry, the alcoholic beverage industry is confronted with the major problem of social control. ... The bibliography has proved its value to the Public Relations Committee of the Association in the work it carried on during the last session of the California State Legislature in 1935, when the present Alcoholic Beverage Control Act was drafted. ... Since the bibliography has been so useful to members of the alcoholic beverage industry in California, it is believed that its publication in a periodical of national standing will serve other interested persons, both in and out of the industry."

Miss Annette Windels, who has been in charge of the files at the California State Emergency Relief Administration, is now the head of the filing department at Dean Witter and Company





## THE BRIDGE

Bridge the Bay? Impossible! A plan as fantastic and wild as that of the Spaniards who dreamed of the Island of California, rich in pearls and inhabited by Amazons.

A bridge is a structure erected over a depression or an obstacle, as over a river, chasm, railroad etc. carrying a roadway for passengers, vehicles etc. When Webster defined that word, he knew nothing about the OBSTACLES in the way of our bay-structure. As far back as 1857, the building of a S.F. Bay Bridge was proposed by Leland Stanford, but he was laughed down as a visionary.

In the Daily News of August 16, 1869 was a proclamation issued by the eccentric and well known Emperor Norton, commanding that a suspension bridge be built to connect Oakland, Yerba Buena and Sausalito! The Emperor was a madman, but he saw possibilities that more sane men could not.

Two years later (1871) actual charts and maps were drawn and estimates made for a bridge. A half century of talk followed. The bridge was practically impossible because of lack of adequate foundation in the bay and the hopeless span between Yerba Buena and S.F. More talk and more plans followed. For five years civic organizations and county officials worked, begged and fought for a bridge. Finally a geological survey of the bottom of the bay showed a high ridge of bedrock between S.F. and Yerba Buena. The dream had foundation! Next came the substantial obstacle of cost. The availability of the Reconstruction Finance Corporation funds made possible financing of the job.

Again, the Yerba Buena route required approval of the U.S. Army and Navy. Permission was granted to bore the huge tunnel to connect the two sections of the bridge.

And now we see it, the last rivet driven, the paint glittering and lights shining. The obstacles placed by nature, finance and the Army and Navy have been over-come. Such is the spirit of Californians who have made the madman's dream a reality. H.L.C.

The Executive Board would like to make a volume or two of the Bulletins to date. The first one on record is January 1930. As the issues were not numbered in those days, it is possible that there were a few earlier numbers. Does anyone know? And can anyone supply the following missing numbers in order to have the files complete?

1931: April, May.

1933-34 (v.4) Dec.1933 (According to numbers there may have been a December issue that year)

1934-35 (v.5): No.8, May 1935 & No.9, June or [and] July 1935

1935-36 (v.6): No.3, Oct.1935, No.8, Apr.1936 & No.9, May 1936

PLEASE LET THE EDITOR KNOW IF YOU DO NOT RECEIVE THE BULLETINS  
DITTO, DITTO, DITTO IF YOU CHANGE YOUR ADDRESS

M E R R Y C H R I S T M A S





# WITH OUR CONTRIBUTORS

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## MUSIC: SPECIAL TO EACH; COMMON TO ALL

A great and beloved violinist KREISLER Wed. evening. Nov.25th  
 A notable dance group JOOSS EUROPEAN BALLET Fri. evening. Dec. 4th  
 A famous singer ROLAND HAYES Thurs. evening. Dec.10th  
 The SYMPHONY'S Silver Jubilee Season starts in January.

PETER D. CONLEY, MANAGER

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 Prentice-Hall, Inc.  
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 B.C. Forbes Co.  
 Blue Ribbon Books  
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 Harper & Brothers  
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 \* SAN FRANCISCO BAY REGION CHAPTER \*  
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 \* BULLETIN \*  
 \*  
 \* January 1937 Vol. VII, No. 5 \*  
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JANUARY MEETING

DATE January 19, 1937

PLACE WOMEN'S CITY CLUB, 465 Post St., San Francisco  
 6:15 (Promptly for the New Year) Dinner 75 cents.

PROGRAM SACRAMENTO AND CALIFORNIA STATE LIBRARY NIGHT  
 A representative of the California State Library will be present to discuss the borrowing process and resources available to Special Libraries. Miss Helen M. Bruner of the Sutro Branch will discuss the work carried on at the State Library. From the Sacramento Free Library will come Miss Grace R. Taylor, Librarian and Miss Dorothy Drake, who has charge of the Business and Municipal Branch, newly opened in Sacramento. Both Miss Taylor and Miss Drake will speak on the problems and organization of a business branch in Sacramento.

RESERVATIONS San Francisco: Miss Jeannette Hagan, U.S. Forest Service Library. EXbrook 0778  
 East Bay: Miss Isabella Frost, Oakland Free Library, Reference Department. HIgate 2437  
 N.B. Reservations MUST be made by Monday, Jan. 18, 1937, directly through Miss Hagan or Miss Frost. It is difficult to estimate attendance if reservations are late or are not made.

\*\*\*\*\*

Officers of the S.F. Bay Region Chapter

President	Miss Edith Schofield, U.S. Forest Service
Secretary-Treasurer	Miss Edwarda Adams, U.C. Library, Berkeley
Editor	Miss Jessica Fredricks, S.F. Public Library

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## WE HEAR FROM THE STATE LIBRARY

The interest that the State Library feels in the affairs of the Special Libraries Association is very logical when we consider that the State Library itself has several sections that are somewhat in the nature of special libraries. I refer to the collection of Californiana, the Law and Legislative Reference work, the section devoted to public documents, the prints room with its exhibits and its examples of graphic arts in all media and the work with one particular group of our population, the blind. All these sections require handling and specialized knowledge, which gives them a kinship with the special library in the usually accepted sense of the term. At the same time, however, we are happy that all phases of State Library work are combined in one institution in California, and that no separate law or historical library, for instance, has been set up to cause needless duplication and confused administration.

The State Library is not often represented at Special Libraries meetings, but our interest in the Association is genuine and a constant reading of the bulletins keeps us in touch with Association activities.

Mabel R. Gillis, Librarian, California State Library

From BUSINESS WEEK and FORBES, through the December READERS' DIGEST, we glean the following items; perhaps the discerning librarian can discover a closer relationship than merely being on the same page!

"Approximately 1500 special libraries in the country today are engaged in organizing current technical and economic information for corporations. The Metropolitan Life Insurance Co. has a staff of 30 people, New York Herald 15, E.R. Squibbs & Sons 11. Manufacturing companies, banks, advertising agencies, insurance companies, department stores--all types of business find it pays to gather data applying to their fields for quick reference. They collect facts on new developments affecting the use of products for the technical staff, on raw materials and new equipment for the purchasing department, financial information for the credit man, activities in related industries for the sales executives, changes in workmen's compensation laws for the insurance division; and they answer endless questions of fact throughout the organization. In 25 of the companies the library co-operates in the self-education of employees through study courses, and nine maintain circulating libraries." Business Week

"A recent questionnaire sent to offices in Wall Street, New York, indicates that approximately 25 of them are serving tea regularly as a mid-afternoon stimulant to all members of their staffs, while many others are considering it. Included on the list of tea-serving organizations are banks, investment houses, real estate offices, steamship lines, engineering firms and oil, steel and coal companies. Forbes





Miss Elizabeth Morris, a graduate of the U.C. School of Librarianship, 1935, started the temporary position in December of recataloging the library of the American Institute of Banking, S.F.

An application blank satisfactory to the Employment Committees of both the Southern California and San Francisco Bay Region Chapters has now been completed. Both committees plan to put this application into use immediately as a part of their program of co-operation in employment work.

Miss Hilda Palache, librarian of the Wells Fargo Bank Library resigned December 15th to be married. Miss Edna Durkee, formerly employed in another department of the bank, has taken her place.

Miss Avis Bryson, of the S.F. Public Library staff, has joined the Chapter. We welcome, as a new member, one who was already a friend to the Association and who has often come to our meetings.

Miss Elisabeth Holden, Federal Reserve Bank, has been appointed to the Executive Board to fill the place left vacant by Mrs. Barry's resignation.

Have you seen that Dr. William P. Tucker of our local chapter has had two articles recently in the Wilson Bulletin? The November issue had his "Salaries of Librarians and other professional workers," an article packed with statistics. And librarians have the insight needed to get the interest and truth out of so-called "dry" statistics. This survey makes the "prosperity-depression comparison of library salaries and those of other professions." In the current number Mr. Tucker, as his part of the editor's symposium "Are Librarians People?" gives us the chance for self-interrogation in his "Librarians Psychoanalyzed." Our Mr. Tucker decides that on the whole we are of the introvert type. He gives some good advice to even up the scales, but adds that doubtless many will disagree with him on certain points.

"One who has a hobby can never tire of life. He always has something of passionate interest. Sometimes the hobby is within the scope of one's vocation. But for the great mass of men it cannot be. In none of the three fundamental types of hobbies--the acquiring of knowledge, the acquiring of things, the creation of things--do the daily tasks give opportunity of self-development or for contributing to the happiness or welfare of others. Most fortunate are they whose vocations allow them the scope and fervor of an avocation. The New York Times.

Quoted from Jewish Community Center Bulletin, S.F.

Our National editor likes the bulletin. Forgive your editor if she quotes from Miss Manley's letter of praise; she promises to report the first brick bat equally! "...It is good looking and it has excellent material in it....I was glad to see that note by Mr. Leupp. The national Committee on Training and Recruiting has added it to its files. I think it is an excellent idea to reprint the notes of the Executive Board meeting, and I was glad to see that you had so much news for your members. ..."





## OFFERS

The Shell Development Company, S.F. Library, EXbrook 5400, Local 299, has the following magazines to be discarded:  
Mechanical Engineering. 1933. Complete file.  
Chemical Abstracts. v.28,no.24; v.29,no.4-11,15,17-24.

The following issues of the magazines FORTUNE are for sale at the North American Investment Corporation, 2500 Russ Bldg., DOuglas 7900:  
1930. Feb.-Dec. Single copies varying from \$1.50 to \$5.00  
Complete \$20.00  
1931. Jan.-Dec. Single copies \$1.25  
Complete \$12.00  
1932. Jan.-May. Single copies \$1.00  
Complete \$3.00

Miss Bedinger of the Montana School of Mines, The University of Montana, Butte, Montana, sends a list of duplicates which will be sent free for the transportation charges to any Association member of the Bay Chapter. The list is rather too lengthy for inclusion here, but will be kept at hand by the editor who will be glad to give further details regarding it. Roughly, the dates run from the 1910's to the early 1930's; the magazines and serials are the following: American Chemical Society Journal, American Machinist, American Review of Reviews, Journal of Association of Engineering Societies, Bell Laboratories Record, Chemical Abstracts, Chemical and Metallurgical Engineering, Coal Age, Electrical World, Engineering and Mining Journal, Engineering Magazine, Engineering News, General Electric Review, Industrial & Engineering Chemistry, Industrial & Engineering Chemistry (News Edition), Industrial Management, Inter-America (English), Iron Age, Living Age, Machinery, Mines and Minerals, Mining and Engineering World, Mining and Metallurgy, Mining Magazine, Outlook, Power, Power Plant Engineering, Mining and Scientific Press, Mining Congress Journal, Mining Journal, Science, Social Science Abstract, World's Work.

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Libraries that are discarding technical and non-technical books and magazines are asked to get in touch with Wm. P. Tucker, Librarian, Civilian Conservation Corps, Presidio of San Francisco, West 6164, Local 128. The CCC can put much of such discarded material to excellent use in the educational programs of its camps.

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The Pushkin Centenary will be celebrated under the auspices of the Russian-American Institute at the S.F. Public Library, Friday evening February 5th. There will be exhibits, music and speakers including Professor Alexander Kaun, Head of the Slavic Language Department at the University of California.

This lecture is free to the public.





WITH OUR CONTRIBUTIONS

after-the-opera lull  
in musical activities  
is over.

\* The SILVER JUBILEE Season  
\* of the symphony  
\* has started  
\* Concerts for the next 4 weeks  
\* in Fri.afternoon & Sat.night pairs

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Jan. 16, 16  
Feb. 5, 6, 19, 20  
SOLOISTS are  
George Gershwin  
Alexander Tansman  
Toscha Seidel  
Richard Crooks

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MUNICIPAL CONCERTS  
start in a blaze  
of music, rhythm, color  
with the Monte Carlo Ballet Russe.  
Evenings

Jan. 28, 29, 30  
Afternoons 30, 31

RECITALS too  
Vienna Choir Boys  
Feb.2; evening  
Rachmaninov  
evening of the 5th  
afternoon of the 7th  
a FIRST appearance  
Marian Anderson  
evening of Feb.24.

Two LECTURES  
The Martin Johnsons  
on Wildest Borneo  
evening of Jan. 21.  
The Antarctic again  
with Admiral Byrd  
Feb. 3, both afternoon & evening

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* D. Appleton & Co.	Williams & Wilkins Co.	Harper & Brothers	*
* Chemical Catalog Co.	F.J. Drake & Co.	Theo. Audel Co.	*
* Norman W. Henley Co.	Babson's	Longmans, Green & Co.	*
* Chemical Rubber Co.	B.C. Forbes Co.	Henry Carey Baird Co.	*
* Open Court Pub. Co.	Blue Ribbon Books	Simmons, Boardman Co.	*
* Ayers Newspaper Directory	Trautwine Co.	Garden City Pub. Co.	*
* Kansas City Testing Laboratory	National Industrial Conference Board		*
* "We will secure for you any book in print from any publisher"			*

1. The first part of the report deals with the general situation of the country. It describes the geographical position, the climate, the population, and the main occupations of the people. It also mentions the principal cities and the most important rivers.

2. The second part of the report describes the political situation of the country. It mentions the form of government, the constitution, and the principal laws. It also describes the relations of the country with other countries.

3. The third part of the report describes the economic situation of the country. It mentions the principal industries, the main products, and the principal exports and imports. It also describes the state of agriculture and the condition of the roads.

4. The fourth part of the report describes the social situation of the country. It mentions the principal social classes, the principal occupations, and the principal customs. It also describes the state of education and the condition of the public health.

5. The fifth part of the report describes the military situation of the country. It mentions the principal military forces, the principal arms and ammunition, and the principal military operations. It also describes the state of the navy and the condition of the army.

6. The sixth part of the report describes the financial situation of the country. It mentions the principal sources of revenue, the principal expenses, and the principal public debts. It also describes the state of the currency and the condition of the public treasury.



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 \* JAPANESE LIBRARY ASSOCIATION \*  
 \* SAN FRANCISCO JAPANESE CHAPTER \*  
 \* BULLETIN \*  
 \* February 1957 \*  
 \* Vol. VII, No. 6 \*  
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PROGRAM LISTING

**DATE** February 10, 1957

**TIME** The Fly Trap Restaurant, 720 Union Street  
 8:15 - 9:00 P.M. (7:15 - 8:00 P.M. for members)

**PROGRAM** Mr. Albert S. Pearson, Librarian of the San Francisco  
 Public Library will speak and later in the evening there  
 will be a visit to the Library of the Americas.

**ADMISSION** San Francisco: Miss Isabella Adams, 1000 California St.,  
 Oakland Library, 1000 California St.,  
 East Bay: Mrs. Isabella Adams, 1000 California St.,  
 Reference Department, 1000 California St.

Reservations must be made by Sunday February 10th.

\*\*\*\*\*

Officers of the S.F. Bay Region Chapter

**President** Miss Ruth Marshall, 720 Union Street  
**Secretary/Treasurer** Miss Isabella Adams, 1000 California St.,  
**Editor** Miss Isabella Adams, 1000 California St.

\*\*\*\*\*



Miss Fredricks suggests that I write a few lines relative to the growth of special libraries since my time as a public librarian. That time was from 1894 to 1907 when I had the good fortune to be librarian of the S.F. Public Library, away back in the dark ages. Special libraries were virtually non-existent, hence it is since that era that they have made the growth and development to the imposing group we find them today. Then everything was on a simpler scale. Business was less complex. Research, which has become a sadly overworked term, was seldom utilized. Big business had yet to avail itself of its advantages, but having learned, we may expect an expansion of special libraries far beyond their present status.

George T. Clark, Director Emeritus Stanford University Libraries.

\*\*\*\*\*

Your Editor has written to all the National Group chairmen, asking them to let us know something of their work. One letter is here summarized:

Miss Martha E. Ponik of the Science Technology Group writes that she is glad we classify members even though we are not able to have separate meetings. To quote "This year the national Science Technology Group is divided into 4 sections as follows: Chemistry, Communications, Petroleum and Public Utilities. The Rubber Committee is inactive this year. The Chemistry Section is interested in duplicate exchanges, chemical bibliographies, an index of company publications, a subject heading list.

The members of sections meet at least during the annual convention to discuss common problems. For 2 years the Group as a whole has had a symposium on methods as part of the Convention program.

The Petroleum Section is negotiating for an abstract service of petroleum literature and is trying to persuade the U.S. Bureau of Mines to resume its work of publishing a bibliography on petroleum and allied substances similar to the one discontinued in 1932 for lack of funds.

The Public Utilities Section has circularized its members about a subject heading list on public utilities economics and is aiding one of its members with a subject classification.

The Communications Sections has also circularized its members about common projects.

...When the Group was small it was a fairly simple matter to get out several bulletins a year. None has been sent so far this year, although we hope to mimeograph one soon.

Membership in the Group is now approximately 300. ...Members of the Association may be unaware that in order to belong to a Group, they must express a desire to belong. There are no Group dues and Group bulletins are sent gratis. Some special bulletins and publications such as Mrs. Wetmore's Union List of Serials for Chemical Libraries are obtainable by paying a small amount. ...Mrs. Wallace of the Standard Oil Company of Indiana, Whiting, Indiana, has extra copies of the Proceedings of the Group at the Montreal Convention, which she will sell anyone for a nominal fee. The N.Y. Chapter has a local S-T group which meets separately from chapter meetings and has a well planned program.

...Although it is early we are thinking about the National Convention in June, and I would appreciate suggestions for subjects to be discussed and speakers. I would very much like to have another letter from you, or the Group representative, ... about S-T activities in your vicinity.





## EMPLOYMENT NOTES

### PERSONNEL RECORDS TO BE DISTRIBUTED

Personnel record cards received from the National Employment Committee will be distributed at the February meeting. These cards are for the purpose of taking a nationwide census of SLA members, which will be of importance to the entire membership. This first file of information about the capabilities and chief interests of members will be used: (1) to recommend for positions available persons best qualified (2) to increase the value of the SLA programs, activities and magazine.

The census will be further discussed at the coming meeting.

Miss Jeanette Hagan, who has been assistant to Miss Schofield in the U.S. Forest Service Library, started a new position as assistant in the catalog department of the Social Security Board, Washington, D.C., February 4, 1937. Miss Hagan will be greatly missed by the Chapter.

Mrs. Lois H. McVeigh, formerly librarian at the Federal Reserve Bank and the Commonwealth Club, started a part-time position at the California Historical Society in February.

\*\*\*\*\*

THE DISCUSSION GROUP meets next at International House, Berkeley, Friday evening February 19th. Dinner at 6:15, discussion at 7:30. The topic "YOUTH AND THE LIBRARY" will be presented by representatives from various youth groups.

\*\*\*\*\*

The story of a uniquely special library is told by its librarian, Henry Black, in January SPECIAL LIBRARIANS. The library is connected with Commonwealth College, Mena, Arkansas. The function of the college "is the training of young people, particularly Southerners, for work in the labor movement." The library specializes on books, periodicals, pamphlets and bibliographies in the field of Marxian, labor and radical literature. Indexes and analytics to this material, compiled by library staff and college students, is unobtainable elsewhere. The story is an intensely interesting tale of what must be in great measure, a labor of love.

[From another source it is learned that the existence of this labor school is now menaced by reactionary legislation being introduced into the state legislature. Liberal and labor leaders are fighting for the college. Liberal librarians can help save this library by writing Carl E. Bailey, Governor of Arkansas. Ed.]

\*\*\*\*\*

The Music Department of the S. F. Public Library is making the suggestion that local artists and managers use the good graces of the Department in order to avoid the conflicting dates which occur so frequently. Recently two resident dancers and two resident singers gave their recitals on the same nights. Such conflict is not unusual, and it appears to be unavoidable unless a central registration system is used. This service the Music Department is now giving.





# C O P Y E S

MECHANICS' INSTITUTE (Serial volumes, bound & unbound) CA 1750  
 Allied Architects' Assn. of Los Angeles. Bulletin.  
 v 1, 1924-25; v.2:1-6 Nov.1925-Apr.1926 (Dec.1925 lacking) unbd.  
 American Chemical Society Abstracts. v.20-26, 1931-32. b.f.  
 American Electric Railway Assn. Proceedings 1912. bd.  
 American Institute Electrical Engineers. Transactions. v.39<sup>4</sup>, 1922 on  
 American Society Civil Engineers. Transactions. v.62-64, 1909;  
 v 67,1910. bd.  
 American society Mechanical Engineers Transactions. v.38, 1916. bd.  
 California Commission for the study of Educational Problems.  
 Report v.1-2, 1930. bd.  
 California Library Assn. Handbook & Proceedings. 1929,1931,1932. unbd.  
 Columbia University Publications of Ernest Kempton Adams Fund for  
 Physical Research. No.1,1906; No.10,1927 (Lacks 2 & 7) bd.  
 Engineer v.36,1873; v.55,1883. bd.  
 Gas World Year Book. 1926,1929-33. bd.  
 General Electric Review. v.20,1917; v.23,1920. bd.  
 Ice & Refrigeration. v.84,Jan.-June,1933. (Lacks May) unbd.  
 Liebig's Annalen der Chemie. 332,1904; 341,1905. bd.  
 National Academy of Sciences Memoirs. v.12:1, 1914.  
 National Electric Light Assn. Proceedings 54th Convention. 1931. bd.  
 National Institute of Social Sciences. July v.12,1927. bd.  
 Technik und Wirtschaft. v.7,1914 (Lacks Dec.); v.8,1915 Jan.-Aug. incl  
 v.9,1916 Jan. & Feb. unbd.  
 U.S. Brewers' Assn. Yearbook 1913. bd.  
 Walker's Directory of Directors 1929-30. bd.  
 News Notes of California Libraries. v.18:1,3,4 Jan.July,Oct 1933;  
 v.29:34 July,Oct.1934; v.30:1,3,4 Jan.July,Oct.1935  
 v.31:1,2,3 Jan-Apr.July 1936.

METROPOLITAN LIFE INSURANCE COMPANY LIBRARY. DO 7000  
 Banker's Monthly (Rand McNally) 1934-1935-1936  
 Commercial & Financial Chronicle. 1933-1934-1935  
 Inland Printer. 1934-1935  
 Industrial Relations. 1932  
 Monthly Labor Review. 1934-1935  
 National Safety News. 1935  
 Nation's Business. 1933-1934-1935  
 Office Appliances. 1934-1935  
 Survey. 1930-1931

\*\*\*\*\*

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\*\*\*\*\*

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1944-45	THE SYMPHONY WITH ISAAC STERN	1945-46	THE SYMPHONY WITH STRAVINSKY



\* \* \* \* \*  
 \* SPECIAL LIBRARIANS ASSOCIATION \*  
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 \* SAN FRANCISCO BAY REGION CHAPTER \*  
 \* \* \* \* \*  
 \* BULLETIN \*  
 \* \* \* \* \*  
 \* March 1937 \*  
 \* \* \* \* \*  
 \* Vol. VII, No. 7 \*  
 \* \* \* \* \*

MARCH MEETING

DATE March 16, 1937  
 PLACE Drake's Restaurant, 2441 Bancroft Way, Berkeley  
 PROGRAM Special Libraries Methods Discussion for the University  
 of California School of Librarianship. Special prob-  
 lems of the special library and ways and means of solv-  
 ing the problems will be treated.  
 OBSERVATIONS San Francisco Mrs. Josephine H. Martin, Manager, The  
 Company Library, Suite 7200  
 Port Bay: Miss Irene Abbott, Oakland Free Library,  
 Reference Section, Suite 1437  
 observations must be made by Monday March 22th.

\* \* \* \* \*

Officers of the S.F. Bay Region Chapter

President Miss Ruth Schofield, U.S. Forest Service  
 Secretary-Treasurer Miss Edwards Adams, U.C. Library, Berkeley  
 Editor Miss Jessica Fredricks, U.C. Public Library

\* \* \* \* \*









## PAMPHLET NOTES

Margaret Miller of the Standard Oil Company Library calls our attention to these interesting items:

**MAPS MAGAZINES IN A PAMPHLET.** The list of more than 700 maps, magazines, with number & number of the issue containing which appeared in the Nov., Dec. & Jan. issues of "The Geographical Magazine," has been reprinted in a book of 127 pages, available at 10 cents a copy from the Library of Congress, Dept. of the Interior, Div. of Geography, Washington, D.C.

**PICTURAL MAPS.** (A list arranged by type of map and by place.) Boston Bulletin, Feb. 1917. BOSTON-59, 011, 028.

The Bureau of Public Administration, University of California, has put out a series of six pamphlets on 1937 Legislative problems.

1. An analysis of State milk control laws. (Dorothy C. Culver)

Prepared by Dorothy C. Culver

2. Consumers' Cooperatives in California (Kathleen W. Han)

Prepared by Kathleen W. Han

3. Penal reform in California (Wilton Mearns)

4. Social security organization (Frances Cano)

5. Licor revenues and expenditures in the U.S. 1935

(Dorothy C. Culver & W. L. Mearns)

6. Social fiscal organization (W. L. Mearns)

There is a slight charge for these, but they are available for use at the Business Branch of the San Francisco Public Library.

## LIST OF BULLETINS

- Geological Institute (Garfield 1700)
1. Agriculture Annual Report. 1911. bd.
  2. Census, Special Report, Street & Electric Railways 1907. bd.
  3. Commerce Yearbook. 1926, vol. 1. bd.
  4. Ethnology Bureau Annual Report. 1879-80. bd.
  5. Ethnology Bureau Bulletin 94. unbd.
  6. Geological Survey Annual Report. 1908-1914. unbd.
  7. Geological Survey Professional Paper 171. Map missing. unbd.
  8. Geological Survey Bulletin 611-614 incl. 707. unbd.
  9. Geological Survey Water Supply Papers 48-52 incl. 56, 650-51, 670-71, 690-91, 705-6, 720-21, 735-36, 750-51, 765-66. unbd.
  10. Interior Annual Report. 1921, 1923, 1924.
  11. Interior Commissioner of Education Report 1915:1; 1917:1 & 2. bd.
  12. Mines Bulletins 328-39, 341-42, 344, 351, 355, 357, 359-61, 363-65, 367-81, 387-91.
  13. Mines Minerals Yearbook 1936. bd.
  14. Mines Statistical Appendix to Minerals Yearbook 1934. bd.
  15. Mines Technical Papers 123, 118-17, 529, 532, 535-36, 539, 541-68.
  16. Smithsonian Institution Annual Report 1931 bd. 1933 (2c) 1934 (3c)
  17. Weather Bureau Annual Report 1910, vol. 1, 2. bd.
  18. Weather Bureau Annual Report 1911-12. 1c.

THE NATIONAL GEOGRAPHIC MAGAZINE, GEOGRAPHIC LIBRARY (includes 2000)  
The National Geographic Association - 1929, 1930, 1931  
The National Geographic Society - 1932, 1933  
The National Geographic Society - 1934  
The National Geographic Society - 1935





## WE CONTINUE OUR LETTERS FROM THE GROUP CHAIRMEN"

Mr. Matthew Redding the N.Y. World-Telegram is chairman of the Newspaper Group; he writes that ... "The group was founded about 15 years ago by the late Joseph Kwapil, librarian of the Philadelphia Public Ledger. At that time newspaper librarians were very distant toward each other, and it was the belief of Mr. Kwapil that they should get better acquainted in business as well as socially.

The mutual exchange of ideas was stressed and to judge how it succeeded, one need only see members at a local gathering or in session at a convention when representatives from all parts of the country get together and talk shop. You'd be surprised at the new ideas and gadgets one hears about. ...

Classification is one of the chief topics of discussion. Every newspaper in the land has its own particular method for subject filing. With this in view you can readily see that prolonged debate takes place. Our classification committee is working on a subject classification for the small newspaper library. Of course, we never expect to publish it, but should anyone starting a small file need help, we would have the material on hand. ...

... It takes the local group to really accomplish something. It brings together all the men and women who work on newspapers and magazines. They are entertained by good speakers who talk on subjects of interest, they enjoy round table discussion, and get better acquainted. In short they learn to address each other by first names and are ever ready to help when needed."

\*\*\*\*\*

### ANNOUNCEMENTS

The next meeting of the Library Discussion Group will take place Thursday April 22, a dinner meeting in S.F., place to be announced. Topic: Adult Groups and the Library, Miss Jane Curtis presiding.

The S.F. Bay District of the C.L.A. meets on the Stanford campus Saturday March 20th. Business meeting at 11:00 in the Women's Club House; luncheon at the Stanford Union. Afternoon meeting back at the Club House at 2:00. Speakers: Frances Clarke Sayers and Julian Dana.

\*\*\*\*\*

As an echo of the Wilson Bulletin article on whether librarians are introverts or extraverts, Miss Margaret Hatch thinks we might enjoy this bit of rhyme found in a medical journal:

An introvert I find I am  
It's something rather like a clam.  
That shuts itself into its shell  
And tells the world to go to hell.  
It never likes a bathing beach  
Unless there's no one within reach.  
It has a very lonesome time.  
And that is why I think that I'm  
A'going to be an extravert  
And all my little ways convert.  
The rub is how to go about  
The job of turning inside out.

\*\*\*\*\*



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[illegible]

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2. I have read  
3. I have read  
4. I have read

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© 2000 Blackwell Science Ltd *Journal of Internal Medicine* 247: 395–402

1945-1947. *Journal of the American Statistical Association*, 42, 1-10.

CIVIC ASSOCIATION 100 104 105

*Journal of Health Politics, Policy and Law*

...the ... ..

## YOUNG PEOPLE'S CHOICES







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 \* BULLETIN \*  
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 \* APRIL Vol.VII, No.8 \*  
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APRIL MEETING

DATE Thursday April 22nd

PLACE Far East Cafe, 631 Grant Ave., San Francisco  
 Dinner 8:15; 75 cents. Program 7:30

PROGRAM The Special Libraries Association will hold a joint meeting with the C.L.A. Bay District Discussion Group. At this meeting, the fourth held by the Discussion Group, the subject will be a vital one to special librarians: "Library Service to Adult Groups." Because of this interesting topic, the live discussions at past meetings and the speakers, who include Dr. John Powell, Dr. Ellis G. Rhode, Dr. Carol Blume, Miss Louise Jolley, Miss Josephine De Witt and Miss E. Anderson, the meeting promises to be a success.  
 Miss Jane E. Curtis is chairman for the evening.

RESERVATIONS San Francisco: Miss Fredricks,  
 S.F. Public Library, Union 2121, Local 49.  
 East Bay: Miss Elaine Dodge,  
 Oakland Free Library, The Office, Hights 2427.  
 Please try to make reservations by Wed. April 21st  
 Otherwise it is difficult to estimate attendance.

Officers of the S.F. Bay Region Chapter

President	Miss Edith Schofield, U.S. Forest Service
Secretary-Treasurer	Miss Edwarda Adams, U.C. Library,
Editor	Miss Jessica Fredricks, S.F. Public Library



## MORE NEWS OF THE GROUPS

The American Association of University Teachers has announced that they will support the work of the American Library Association.

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We have a very good example of this in the case of the American Library Association. The American Library Association has announced that they will support the work of the American Association of University Teachers. The American Library Association has announced that they will support the work of the American Association of University Teachers.

Miss Anna G. Glover of the Cambridge Library Association, Boston, sends information about the Insurance Group. "It is composed of 114 members, — [and] includes such organizations as the Association of Life Insurance Presidents, Endowment Societies of Insurers, Equitable Life Assurance Society of United States, Harvard Business School, First Insurance Company, Insurance Library Association of Boston and the Metropolitan, Phoenix and Provident Companies among many others."

"It has recently published a list of Insurance Book Reviews, a quarterly index of important publications on all phases of insurance, contributed by Anna G. Glover and others."

"Group members are particularly interested in cataloging, classification and subject headings and at the next annual meeting these subjects will be discussed in group sessions. It will also discuss systems of circulating books in field members, particularly through agents of large and small, and the treatment of historical material of major organizations—the building of files of archives and memorabilia."

"It has established relations with the American Association of University Teachers of Insurance and through its Book Reviews section, has come in contact with public libraries, universities, publishers, all with the hope for publicity for 'Special Libraries Association'."





## Y O S E M I T E M E E T I N G

### SPECIAL LIBRARY PROGRAM

At Yosemite on May 22, the Southern California and San Francisco Bay Region Chapters will have their annual joint meeting in connection with the California Library Association convention. At the luncheon meeting, Mr. C.A. Harwell, Park Naturalist, will be guest speaker on the topic "The National Park Service Contact Program." At the afternoon meeting there will be a panel discussion on the subject: "Library Relations within the Organization," short talks by members of both chapters, on ways and means of promoting and expanding the library's place in the organization. Program follows:

S.F. Bay Region: Miss Isabella Frost, Oakland Free Library;  
Miss K. Dorothy Ferguson, Bank of America.

Southern California: Miss Marjorie E. Utt, Los Angeles Branch,  
State Medical Library; Miss Edith W. Taylor,  
Nevada-California Electric Corporation,  
Riverside; Mr. Robert E. Harris, Research  
Department, California Fruit Growers' As-  
sociation, Ontario.

Miss Margaret Hatch, Chairman.

ALL WHO ARE PLANNING TO GO PLEASE NOTIFY MISS EDITH SCHOFIELD

### OTHER HIGHLIGHTS OF THE CONVENTION

In planning the meeting President Rea has taken full advantage of the beauty of the setting. The lovely Yosemite Valley itself is featured on three programs: Dr. Don Tressider of the Park, will speak on "The Historical Background of the Valley," a program of Indian music will be given by Derrick Norman Lehmer of the University of California, besides the talk by the Park Naturalist on our S.L. program as noted above. A tantalizing item is "The World of Books and Cabbages and Things" by Julian Dana; an outright mystifying talk, for which Doris Hoit is responsible is "Viewed Without Alarm." And behold! "The Private Life of the Librarian" bared by Margery C. Quigley from Montclair, New Jersey, who will also (an acknowledgement of the streamline age?) tell us about "Stylizing a Library." The answers are to be found in attendance.

\*\*\*\*\*

The President has appointed the following Nominating Committee to propose officers and a member for the Executive board for the year beginning July 1, 1937:

Mrs. Mary O. Carmody, Miss Dorothy Andrews.

Miss Margaret Miller, Chairman.

\*\*\*\*\*

The members will learn with regret that William Tucker has been transferred to North Bend, Washington, where he will do active educational work at a CCC camp. His vital and stimulating membership will be sadly missed.

\*\*\*\*\*

We welcome a new member: Mrs. F.D. Thayer, Division of Vocational Education, University of California.

**SPECIAL LIBRARY PROGRAM**

At Yosemite on the 22nd, the Southern California and San Francisco  
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The first of the series will have the following titles: 1. Yosemite









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The 16's April, nearly into May  
PETER D. CONLEY'S

season is definitely not on the  
wane—dancers have flown but two  
baritones (and should be vocalists)  
are yet to be heard: PIERCE in  
recital April 15 & JOHN CHARLES  
THOMAS with the symphony choir  
April 16 & 17—tenor MARTINI  
appears in person the 28th.  
The CONFIDENT starts winding up  
the season with two out-of-  
town concerts—Berkeley April  
22 with tempestuous HUBBARD  
& San Rafael the 29th with  
pianist DUBINO—the last  
home municipal concert of the  
season features SILVIA LEIT vic-  
olinist—the remaining chamber  
concerts are evenings of 17 &  
24th with the comic SCHEIDT  
concerts—then the last solo  
brings the season to a glorious  
close with SPRINGER'S sym-  
phony of the Poets & SCHUBERT'S  
FUND—concerts: THOMAS  
UNIVERSITY May 3, 5, 7—then sym-  
phony with HUBBARD & MARTINI  
—concerts place April 25 and  
May 11 given a month earlier  
with HUBBARD & MARTINI  
not yet out of his teens—on  
April 14 HUBBARD, not yet  
in his teens will play piano  
and piano recital—

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 \* May 1937 Vol. VII, No. 9 \*  
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DATE May 25, 1937

PLACE Foster & Crear, 213 Stockton. \$1.15. Dinner 67 cents.

PROGRAM Business meeting: Election of officers, Committee reports and discussion of the Yosemite meeting.

The nominating committee submits the names of the following members as officers for the incoming year:

President, Anita Levy  
 Vice-President & Editor, Jessica Fredricks  
 Secretary-Treasurer, Dorothy Andrews  
 Member of Executive Board, Agnes Reinero

RESERVATIONS San Francisco: Miss Jeannette Cornaley, Standard Oil Co. Library. Sutter 7700  
 East Bay: Miss Annie Avakian, 330 Giannini Hall, U.C. Ashbury 8510  
 Reservations must be made by Monday, May 24, 1937.

\*\*\*\*\*

Officers of the S.F. Bay Region Chapter

President Miss Edith Schofield, U.S. Forest Service  
 Secretary-Treasurer Miss Edwanda Adams, B.O. Library, Berkeley  
 Editor Miss Jessica Fredricks, S.F. Public Library

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## THE PRESIDENT'S MESSAGE

In summarizing the past year's activities for you, I shall confine myself to brief mention of the highlights. The work of the Union List Committee in completing on card form the "Union List of Periodicals and Serials in the S.F. Bay Region" is the outstanding accomplishment of the year. Comprising the holdings of 44 libraries, the list is now housed at the periodical department of the S.F. Public Library, where it is available for telephone information and to the public on request. You are urged to avail yourself of every opportunity to use it. The work was accomplished with the assistance of the Works Progress Administration under the excellent supervision of Miss Helen McCoy.

Nine issues of the Bulletin have been edited and sent out. A successful innovation has been one page in seven issues of advertisements obtained from local firms. We are pleased with the results of this undertaking, and hope to continue it on a sufficient basis to make the Bulletin self-supporting by another year.

According to the Secretary-Treasurer's report of May 2, 1937, the membership of the chapter is as follows:

Institutional	5 ( 5 paid; 1 unpaid)
Active	30 (22 paid; 8 unpaid)
Associate	50 (41 paid; 9 unpaid)
Total	85 (88 paid; 18 unpaid)

During the year 14 new members have joined the Association, of which 1 is institutional, 5 are active and 10 are associate.

Finances of the chapter can be briefly stated as follows:

<u>Total resources</u> (including funds on hand, received from National, from advertisers)	\$119.02
<u>Expenditures</u> (union list, bulletin and miscellaneous)	97.81
<u>Balance</u> (estimated)	21.21

The keynote of our meetings this past year, has been contact with other groups. In January we had as our guests Miss Mabel Gillis, State Librarian; Miss Helen E. Bruner, Librarian of the Suto Branch; and Miss Grace E. Taylor, Librarian of the Sacramento Public Library. In March we held a discussion meeting on methods to which we extended special invitations to students of the University of California School of Librarianship. Our April meeting was held as a joint meeting with the Bay District Discussion Group of the California Library Association. The joint meeting with the Southern California Chapter held in conjunction with the annual convention of the California Libraries Association at Yosemite on May 22nd furnishes still another contact of prime importance.

In conclusion, may I express my appreciation for the splendid cooperation given me by the officers and members of the chapter during my term of office. The assistance of the National Headquarters has been most helpful in meeting local problems. Thanks is also due the U.S. Forest Service for allowing me to accept the presidency and for generously allowing me time to carry out the duties of the office.

(Signed) Edith Schofield, President  
Mar 15, 1937





S.L.A. RECOLLECTIONS  
MARGARET HATCH

As one of the "oldest inhabitants" the editor has asked me to tell of the beginnings of the San Francisco Bay Region Chapter of the Special Libraries Association. From the close-up of present day meetings, it is interesting to turn to the picture of the first small gathering in 1921. Shortly before that time, Hilda Flügel and myself, pioneering at the Standard Oil Company of California library, realized the need to know other business information resources in the city. In our searches for a wide variety of business material, we had discovered a few company libraries, but found that none of these know each other well, and that no one knew exactly how many existed.

Feeling that it was important for the libraries in this new business field to exchange information and ideas which would aid in their development, we called on those that we could locate to discuss a plan for a local special libraries association. Much interest was shown, and the first meeting was held in the old quarters of the Women's City Club on Kearney street. About six libraries were represented, including those in the American Trust Co., Annette Windele; Federal Reserve Bank, Hilda Palsche; Bank of America, whose library was just being started by K. Dorothy Ferguson; General Electric Co., M. Lewis; S.F. Chamber of Commerce Research Department, Mrs. Alice Cook; Standard Oil Co. of California, Hilda Flügel and Margaret Hatch. At this first meeting, Mrs. Cook described some of the business research activities of the San Francisco Chamber of Commerce, making this central information source better known to these new company libraries. I was made the first president of this small group and Annette Windele, who had been active in the preliminary work, was the first secretary.

From this time, regular monthly meetings were held, and the records next show that in October, 1924, under the leadership of K. Dorothy Ferguson, thirty-five met to form a branch of the national Special Libraries Association. Closer contact with the national Association strengthened and enlarged the activities of the San Francisco group, and members became active on national Committees. Due to the increased interest in special libraries on the Pacific Coast, in June 1926 a California number of "Special Libraries" was issued, describing some leading libraries and research activities. Growth in the special movement in the West led to the holding of the annual meeting of the national S.L.A. in San Francisco in 1930. At this time, the first complete directory of special libraries in the state was published.

With another joint meeting of the Southern California and S.F. Bay Region Chapters about to be held at the annual meeting of the C.L.A. at Yosemite, it is interesting to remember the first steps towards state meetings. On account of the distance from national headquarters and its being impossible for most members to attend national meetings, it was felt that state meetings of special libraries in California would be practical. A Special Libraries Section was formed in the C.L.A. early in the nineteen-twenties to provide a means for these special libraries to work together, as well as to contact closely with libraries of California in









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WILLIAM D. CONLEY takes space and symphony this month.  
Open season starts October 15.  
There will be a regular, a popular and a repeat series,  
extending over a month's period.  
That time for the company's boxes and Pidelio  
Lambert, John Boyd, John Adams, Rose Tarrant;  
and Nelson, Delaney, Tait's Gorman, Tait's Huen.  
For the SYMPHONY there are hopes of a longer season,  
starting directly after the opera.

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WITH THE CONTRIBUTIONS





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 \* SEPTEMBER 1937 Vol.VIII, No.1 \*  
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SEPTEMBER MEETING

DATE Tuesday, September 21st, at 6:15.

PLACE Robin Hood Inn, 55 Grand Avenue, Oakland. Dinner, 65¢  
 Take the Key Route, 22nd Street car, get off at Broadway  
 and walk over to Grand Avenue.

PROGRAM We are fortunate to have as our guest speaker  
 Mrs. Kathryn T. Bangs, manager, Alameda County, California  
 State Employment Service. Mrs. Bangs' topic will be:  
 "The Purpose and Activities of the California State  
 Employment Service which is affiliated with the U. S.  
 Employment Service." She will stress the placement  
 work in commerce and business.

RESERVATIONS San Francisco: Miss Burnett, P.G. & E. Library, Sutter 4211.  
 East Bay: Miss Farnsworth, Oakland Public Library, Reference  
 Dept., Thornwall 0800.  
 RESERVATIONS MUST BE MADE BY MONDAY, SEPT. 20.

\*\*\*\*\*

OFFICERS OF THE S. F. BAY REGION CHAPTER

President ..... Miss Anita F. Levy  
 San Francisco Public Library  
 Business Branch, 629 Russ Bldg.  
 San Francisco EXbrook 3075

Vice-President and Editor ..... Miss Jessica M. Fredricks  
 San Francisco Public Library  
 Music Dept., Civic Center  
 San Francisco HEnlock 2121

Secretary-Treasurer ..... Miss Dorothy Andrews  
 North American Investment Corp.  
 Russ Building  
 San Francisco DOuglas 7900

Member of Executive Board ..... Mrs. Agnes Reinero  
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## RESUME OF EXECUTIVE BOARD MEETING

At their first meeting of the year, the Executive Board considered the following plans and ideas for the coming year:

1. Publication of the Union List to be carried through as soon as possible.
2. A Public Relations Chairman has been appointed to coordinate the chapter's work of promoting special libraries to business executives of large organizations.
3. A Hospitality Chairman has been appointed to help new members and guests get acquainted.
4. An innovation this year is the appointment of an Education Committee to investigate the possibilities of an institute or some form of lectures for special librarians.
5. There should be an informal luncheon once a month at a specified place where members can gather for "shop talk."
6. The regular dinner meetings should start promptly at 6:15.

-- Dorothy Andrews, Secretary-Treasurer

\* \* \* \* \*

A telephone has been installed in the Periodical Room of the San Francisco Public Library. All requests for Union List information should now be made direct to the Periodical Room.

\* \* \* \* \*

### CONGRATULATIONS !!!!!

Word has just been received that Mr. William Tucker has been appointed State Librarian of Washington. Mr. Tucker was formerly C.C.C. librarian at the Presidio of San Francisco.

On September 1, Miss Avis Bryson became librarian of the Fire Underwriters' Association of the Pacific, 936 Merchants Exchange Building, San Francisco.

\* \* \* \* \*

### FORTUNES FOR SALE

If you are interested in purchasing Fortune Magazine from February 1930 through May 1932, get in touch with Miss Dorothy Andrews, North American Investment Corporation, Douglas 7900.

\* \* \* \* \*

PLEASE LET THE EDITOR KNOW IF YOU DO NOT RECEIVE THE BULLETINS  
OR IF YOU HAVE CHANGED YOUR ADDRESS

CHAIRMEN OF COMMITTEES

1937 - 1938

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\* \* \* \* \*  
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 \* S A N F R A N C I S C O B A Y R E G I O N C H A P T E R \*  
 \*  
 \* B U L L E T I N \*  
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 \* October 1937 \* Vol. VIII, No. 2 \*  
 \* \* \* \* \*

OCTOBER MEETING

DATE Tuesday October 19, 1937  
 PLACE Dinner. Maison Paul, 214 Market. 6:15  
 Visit. THE RECORDER PRINTING & PUBLISHING CO.  
 99 Van Ness ave, south  
 RESERVATIONS Miss Burnett, SUTTER 4211 (San Francisco)  
 Miss Farnsworth, THORNWALL 0800 (East Bay)  
Please make reservations by Monday the 18th

\* \* \* \* \*

OFFICERS OF THE S.F. BAY REGION CHAPTER

President Anita Levy. Business Branch, S.F. Public  
 Secretary-Treasurer Dorothy Andrews. North American Invest-  
 ment Co.  
 Vice-president & editor Jessica Fredricks. Music Dept. S.F. Public

\* \* \* \* \*

"PUTTING KNOWLEDGE TO WORK."

A MESSAGE FROM A FRIEND, NOW A NORTHERN NEIGHBOR.

Your editor has asked me for a few words about my new position as State Librarian for Washington and the possibilities in this area.

Altho we have legal provision for county service, unlike California, Washington has partial library service for the rural population of only two or three counties. So our main efforts are in the direction of forwarding the county-regional library movement. The last session of the legislature passed a bill appropriating \$400,000 to be used over a period of two years for equalizing library opportunities thru grants-in-aid to less populous areas wishing to start libraries. However, the law was vetoed on grounds of economy.

This biennium, the State Library has a healthy increase in its appropriation which includes fairly good allotments for travel and publicity. As we feel that publicity has always been the weakest point in the professional work of librarians, we will bend considerable effort in this direction.

No statement about the Northwest would be complete without reference to the progressive influence, especially among the younger librarians. This was exemplified in several ways at the recent PNLA conference, where the PNLA Quarterly, the country's leading progressive journal of the profession, was placed on a more firm basis and plans laid for its enlargement.

There is considerable discussion, pro and con, about unionization for librarians. Affiliated with the American Federation of Teachers, a group of the staff members at the University of Washington Library have unionized; and a group at the Seattle Public Library has been seriously considering joining. Some members of the State Library's staff have affiliated with the Washington State Educational Employees organization.

Greetings to all my friends of the Bay District, and more news another time.  
William P. Tucker  
State Librarian  
Olympia, Washington

.....

All members may not yet know about the permanent exhibit of SL state and national material on display at the Mechanics' Library. There is a file of recent "Special Libraries", copies of all other late SLA publications and dictionaries, directories and other services. This is kept in the reference room and is for consultation only.

.....

November 2nd has been set as the next date for the informal luncheon gathering which brings the SL's together for good food and friendly chat. The Green Gate Inn, 233 Grant avenue this time and please make reservations ahead. Anytime between noon and two.



# SAFEGWAY STORES LIBRARY

Address: 4th & Jackson streets, Oakland

Phone: Higate 4711, Extension 68

Hours: Monday thru Friday,  
8:00 A.M. to 5:00-P.M.

Staff: Isabella M. Frost, Librarian

Elizabeth Scarf, Assistant.

Established September 1935

The Safeway Stores Library was established two years ago by Julia Lee Wright, Director of the Homemakers' Bureau, who realized the need for a centralized reference collection for home economics information and research for her department. This, today ranks as one of the largest home economics departments in a food concern in the United States.

Its book collection of around five hundred bound volumes includes some interesting and rare nineteenth century books in the field of home economics as well as recent standard and unusual books on food, nutrition, dietetics, household economics, domestic and foreign cookery, etiquette, entertainment, interior decoration, business English, office procedure and advertising.

About 225 current magazines are received including the important women's magazines, home and garden magazines, and general agricultural publications as well as the leading national and coast trade journals in the field of baking, beverages, canning, fruits and vegetables, meats, milk and dairy products, poultry and eggs.

A large pamphlet collection, including food services, mimeographed reports and government documents as well as a classified file of over 5000 magazine clippings round out the reference material.

One of the most important files is the classified recipe card file, which brings together all recipes ever used and tested by the Safeway Homemakers' Bureau.

The library is primarily for members of the staff as a source of information for its copywriters, artists, home economists, and executives in the advertising and public relations departments, in gathering together accurate and comprehensive data for preparing copy for The Family Circle, Uno Animo, and Food.

Isabella M. Frost

.....

It is cheering news all round to find the S.F. Public Library resuming publication of its monthly Book Bulletin suspended just five years ago.

.....

Is there an artist among us? The editor would like a suitable vignette for the masthead of the bulletin, something that can be stencilled. Please speak up, if not for yourself, then for the artist.



## PERSONAL VIEWPOINT

When I came back from the annual meeting of the Special Libraries Association in June, one of the girls asked me if I would want to go to another. And I answered "Oh, yes. I would like to go every year." Because if one is interested in the progress of special libraries, and in being a better special librarian, this is the annual chance to hear about that progress, to meet librarians from all over the country, and to share in the exchange of ideas, formal and informal, that is the annual conference of the association.

All in all, I found the New York meeting "quite a thrill." Everybody was so friendly, and I met the people I'd read about in "Special Libraries" and corresponded with in the last few years. It was just like one of our own meetings on a larger scale, - friendly and informal. There were papers by well-known business men and authors: Willard Thorp, Paul Cherington, Dr. Frank Surface and others, - several of which have appeared in "Special Libraries." But what I felt that I profited by more were the two sessions on "How to run a library" and "Shop Talk," talks and discussions on library methods by our own members.

The theme of the whole meeting seemed to be: Shall S.L.A. go on in the same way as it has for the past few years, marking time, or has the time come for a step forward? William Jacob in "The New President's Greetings," and Mary Louise Alexander in "S.L.A. and the Future" discuss this question. Their talks are in "Special Libraries" July-August, 1937, p.204 and September, 1937, p.260.

Margaret M. Miller

-----

Congratulations to Mrs. Evelyn Steele Little, our new Bay District President, on her decision to continue the Discussion Group. Many librarians felt that these meetings made articulate some of the most vital and progressive thoughts of the profession. Requests for the bulletin and comments on the meetings came from up and down the state and across the country.

This year our Margaret Hatch is chairman of the group; other members of this committee are Jessie Boyd, Glen Burk, Helen Dunne and Ethel Helliwell. They announce the first meeting:

Dinner at 6:15 Tuesday October 26

College Women's Club, 2680 Bancroft Way, Berkeley

Dr. Leon Carnovsky, U.C. School of Librarianship  
(Graduate course)

BOOK SELECTION POLICIES AS THEY EFFECT  
THE LIBRARY'S FUNCTION IN THE COMMUNITY

The topic is one of deep professional concern to all librarians and the committee hopes that Dr. Carnovsky's talk will be followed by lively discussion.

-----

BEST WISHES! Two new brides in the SL family: Elizabeth Scarf who is now Mrs. Hinkle and Nello Wilson who has become Mrs. Shelton.



W I T H O U R C O N T R I B U T O R S  
 \* \* \* \* \*

PETER D. CONLEY

OPERA. Oct.15

Flagstad, Melchior, Pons,  
 Clemens, Tumminia, Cigna;  
 Fidelio, Norma, Lakme;  
 Verdi, Puccini, Massenet.  
 Many other artists,  
 operas, composers.

SYMPHONY. Dec.10

Friday and Saturday pairs.  
 Slenczynski, Heifetz,  
 Hofmann, Elman, Schnabel.  
 Other soloists.

Programs to be announced

HAROLD DICTEROW, violinist  
 Oct.19th. Vets Auditorium

Angna Enters, mime

Nov.14 Curran Theatre

\* \* \* \* \*

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SPECIAL LIBRARIES ASSOCIATION  
San Francisco Bay Region Chapter

Notice of September Meeting

The Special Libraries Association is planning a gala evening for its first fall meeting on Tuesday, September 20, 1938. There will be a dinner meeting on TREASURE ISLAND, and the program will be devoted to the exposition. You are urged to come, and bring as many guests as you wish, as this is an excellent opportunity to extend the courtesy of the Association to our many friends in other fields.

The Program has been arranged as follows:

5:45 P.M. - Members will be met at the gate by a representative of the Exposition and conducted on a 1-1/4 mile walk around the Island. Be sure to wear comfortable shoes!

7:00 P.M. - Dinner will be served in the Administration Building Cafeteria.

After Dinner - Mr. Frank Peterson will speak on the Exposition as a whole, and show slides of the completed buildings.

Mr. George Malone of Industrial West, Inc. will describe their ambitious and interesting exhibit.

Transportation will be by private automobile. Cars must pay bridge toll at the rate of 50 cents round-trip from either Oakland or San Francisco. Parking space will be provided directly in front of the Administration Building. Please inform the Program Chairman (Miss A. Bryson, 818 Merchants' Exchange Building, San Francisco) if you can not arrange for transportation.

Cost of the dinner will be \$1.28. This includes the 25-cent charge which is made for all persons entering the exposition grounds.

Tickets for the dinner must be secured in advance, as definite reservations must be made in order to arrange for service to a group on the island. Tickets may be obtained from:

Marjorie P. Madison, Sec-Treas., S.L.A.  
Standard Oil Company Library  
225 Bush Street, San Francisco

Please detach the following form and enclose it with your check for tickets. Make check payable to: Special Libraries Association. For seating arrangement, please list names of guests. ALL RESERVATIONS MUST BE IN BY SEPTEMBER 14.

Date \_\_\_\_\_

Please send me \_\_\_\_\_ tickets for the Special Libraries Association Dinner on Treasure Island, September 20, 1938, at \$1.28 each. My check for \_\_\_\_\_ is attached.

Signed \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Names of Guests:

\_\_\_\_\_

\_\_\_\_\_





# AN FRANCISCO BAY REGION CHAPTER BULLETIN

Special Libraries Association

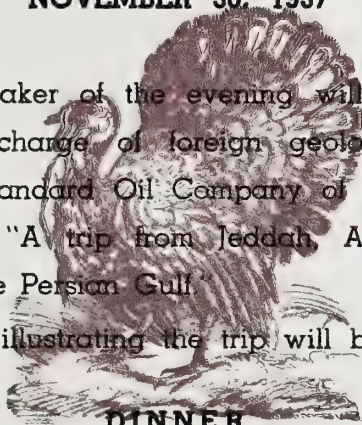
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## PROGRAM

NOVEMBER 30, 1937

The guest speaker of the evening will be Dr. J. O. Nomland, in charge of foreign geological exploration for the Standard Oil Company of California. His topic will be "A trip from Jeddah, Aragia, on the Red Sea, to the Persian Gulf."

Lantern slides illustrating the trip will be shown.



### DINNER

Rehder's Restuarant, 135 Bush Street, San Francisco  
6:15 P.M. The price is 75 cents

## RESERVATIONS

Anne Burnett, *Pacific Gas & Electric Co.* SUTter 4211, local 863

Dorothy Farnsworth, *Oakland Public Library*, HIgate 2437

*No luncheon will be held during December*

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NOVEMBER 1937

Volume 8

Number 3

# CHAPTER BULLETIN

Published Monthly by the

## S. F. BAY REGION CHAPTER Special Libraries Association

JESSICA M. FREDRICKS ..... Editor  
J. BEN BRADFORD ..... Manager  
ARTHUR A. HAKEL ..... Advertising

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DOROTHY ANDREWS . Sec'y-Treasurer  
*North American Investment Co.*  
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Membership ..... Margaret Miller  
Program ..... Anne Burnett  
Hospitality ..... Ava Allison Brown  
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Union List Publications .....  
..... Edwin T. Coman, Jr.  
Education ..... K. Dorothy Ferguson  
Publicity ..... Jeanette Gormley  
Public Relations ..... Nello Wilson

### President's Message

It is with great pride that I call attention to the improvement in our bulletin due to the initiation of J. Ben Bradford with the cooperation of the editor. Mr. Bradford becomes the Business Manager of the bulletin. Such an improvement in format should spur us all on to added efforts. I know that Miss Fredricks will welcome contributions of general or special interest; so do get busy, all of you, and vie with each other as "news hounds."

Congratulations to Baltimore Chapter and welcome to the Bulletin, volume one, number one.

## Green Gate Luncheon

You and you and you, missed something when you didn't join us at Tuesday first luncheon. When eavesdropper happened in all the was of the opera season: criticism praise, casts and repertoire. It seems that bay region specials are minded. A more serious turn of started with the rumour that no es in special library work are to be fered this year at the U. C. li school. "They say" that the fie unstable and unrenumerative. If be so, what can be done about it if it's only an undeserved reput how can we erase it? Lively disc among some librarians most inter centered about "The library as a gineering tool", an article by Gr M. Dexter in the November Me cal Engineering. Which makes think that regular reviews of l articles in various trade journals be rather interesting. Perhaps editor will appoint someone to de Anyway, watch for the announc of the next luncheon meeting. don't have to talk library at a you prove entertaining enough wise! NOT A "BUSMAN'S H DAY" might be our luncheon Important item: Good food and ant service. We thank the Green Inn.

### Thanks

Thanks of the editorial staff to Taylor of the State Chamber of merce, who addresses and mails b letin envelopes and also mimeogr the first two issues of the bullet

## Museum of Art

The library of the San Francisco Museum of Art attempts to bridge the gap between historical art and current art production. It contains mainly books which cannot be found in our public libraries, portfolios of reproductions, important art periodicals, catalogues of museums and galleries, a clipping file of references to contemporary artists and a large collection of color slides.

For reference, the library is open: Monday through Thursday from two to five and seven to ten, Friday from two to five. It is closed on the weekend. Although it has been rapidly considering that it depends solely upon gifts, it is still extremely modest in extent, containing less than a thousand volumes. At present it is especially valuable to students and teachers of art through its reproductions, catalogues, periodicals and a few rare volumes of facsimiles.

Public interest, however, has increased from an attendance average of 200 a month in 1936 to 350 a month in 1937.

The lectures and courses of instruction given regularly in the Museum have stimulated a more purposeful study. Request on contemporary art and techniques are becoming more and more specific, although the main demand is for current periodicals.

The Museum hopes eventually to have a complete reference library on modern art and its sources, the field of the Museum's exhibitions cover. However, although it is very much needed in the West, must wait for adequate and permanent financial resources.

## Name Change

It has been suggested that, along with its new dress, the Bulletin might enjoy a new name.

Your opinion of a change and your suggestions for a new name are requested. Send your name choice to the editor at once that we may have ample time to make a selection.

-----

## Congratulations

Congratulations to the Reference Department of the Oakland Free Library on their attractive pamphlet "California in recent books." Mimeographed on a warm orange paper with a block print of the Bay Bridge on the cover this list of "Books added to the Oakland Free Library's California collection from September 1936 to August 1937" will find a useful niche on any library shelf.

-----

## Directory Needed

The Reference Department of the University of California Library is anxious to secure a copy of the following in order to complete their set: Polk's Oakland City Directory, 1934. If any library can do this please get in touch with Miss Bess Lowry, Reference Librarian, The University Library.

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# SPECIAL PRACTICES INTRODUCED

What Special Practices Have you Introduced to Fill Your Needs?

This is a question asked in the Bulletin of the New Jersey Chapter; it is an interesting question to ask of any chapter. While we try to get some local answers here are those given by the New Jersey Chapter:

"We publish a yearly Bibliography of Rubber Literature with the co-operation of "Rubber Age." It is confined to magazine titles, authors, and location of the article or abstract; restricted to no patent literature." *United States Rubber Products, Inc.*

"We have started a synonym and trade-mark index to do with Chemistry which will eventually be published in book-form." *Worden Laboratory.*

"We file our magazine references separately from book catalog cards and use a different color for each year. This facilitates weeding. In typing our cards the year is placed in the upper left hand corner where ordinarily the book number would be placed. We also use a card for more than one reference having the same subject heading appearing within a given year. Vertical file material, government documents, directories, etc., are designated by the letters V.F., U.S., S (State), M (Municipal), D (Directories) etc. placed in the upper left hand corner of the catalog card. These are all filed with the book cards." *Public Service Corporation of New Jersey.*

"Cataloging of our library is in progress. It is planned to include a Bound Periodical Inventory in our Catalog; to make many analytics because our

book collection is small; to develop special headings; trade-marks, trademarks, names, formulas, bibliographies."

*National Oil Products Company*

"Articles are abstracted and the abstracts filed in loose leaf notebooks under a classification system of our own. These abstracts are then indexed in a card file both by subject and author." *Mutual Chemical Company, America.*

"We subscribe to the Engineering Index Abstracts - radio engineering division - which takes care of abstracting information from periodicals and placing the information for us on cards. We arrange these abstracts according to subject. It is a great time and labor saving device." *RCA Manufacturing Company, Inc.*

"Annual abstract file of magazine articles and patents." *Baker and*

"A new system for indexing, and for routing magazines to those executives who are interested in certain things have been two recent changes." *Health Products Corporation*

"We keep our magazines for six months and then they are clipped, articles are filed in the engineering file, which when completed will be a very valuable and active file."

*Christian Feigenspan Brewing Company*

## ANNOUNCING—

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# FIRE UNDERWRITERS LIBRARY

**A. Bryson, Librarian**

The Library of the Fire Underwriters' Association of the Pacific has a double distinction of being one of the oldest Special Libraries in San Francisco and the second largest Fire Insurance collection in the United States. The Association was organized in 1876, and the Library, which grew as a book collection in the Association's offices, was of sufficient size by 1906 to require the services of a paid Librarian. In 1906 the Library was destroyed, but it was re-established immediately.

From its inception the aims of the Association have been the promotion of professional harmony, the interchange of views and ideas, and the conducting of educational work on insurance and related lines. Over a period of years the proceedings of the Association have added a valuable addition to the literature of Insurance, and the educational functions have broadened until now the Association conducts regular sessions under the auspices of the Insurance Institute of America in Fire Insurance, Inland Marine Insurance. The Library has of course been a most necessary agent in promoting the policies

of the Association. It is not only the headquarters of the Association, but an active, up-to-date collection for the use of members, as well as the medium for supplying texts and supplementary reading to the students.

Now for a word about just what the collection contains, and how it can be of service to other Special Libraries. Essentially it is a Fire Insurance collection, - very complete in the field. Material on Inland Marine, Casualty, Surety Marine and other lines is also available. Twenty-seven periodicals and eleven House Organs are received regularly, as well as several Insurance services such as the F. C. S. Bulletins. The back files of many of these periodicals is extensive and fairly complete. The Proceedings of other Insurance Societies, Insurance Charts, Reports and Yearbooks, and State Insurance Codes and Commissioners' Reports form another group of valuable serial material. The Insurance Law Journal and Insurance Decisions are the backbone of the collection on Insurance Law.

The Library is located in room 936 Merchants' Exchange Building, and our telephone is SUtter 8828, Local 17.

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## Reference Librarians

As all library groups and meetings tie in together and as several SL's belong to the Reference Librarians Council, other SL's will be interested in a brief report of their breakfast in Berkeley on November 7th.

As one indication of the special interests of this group, whose aim is to study and discuss the broad field of reference work, the council last year made an effort to discover the hobbies and special interests of its members through a "Sponsors of knowledge" committee. As a result it is now a matter of record where certain information could be found and who among them could be called upon to compile bibliographies along those lines of study. Another committee is trying to make a compilation of the bibliographical resources of the bay region in libraries and other institutions.

A topic of great general interest is the suggestion that librarians sponsor exhibits or plans at the exposition. For this there is none too much time to work. It was decided that this group contact other library groups with the

## Discussion Group

At one of the meetings of the Discussion Group last year, those present will recall that the controversial topic of radical magazines was discussed. The pamphlet "Radical Periodicals" prepared by Henry Black, librarian at Commonwealth College, there included a discussion on their place in the library; also a descriptive list with bibliographical information on the important periodicals in this field.

(Incidentally, why shouldn't the term "controversial" be used to describe the cheap books and magazines that one sees alas! on too many library shelves.)

Commonwealth College Library also issued a bibliography on "Revolutionary Approach to the Negro Question." This includes pamphlets, books and magazine articles.

idea of taking it up with C.L. later.

If you know of others doing so or if you have ideas on the subject please get in touch with Edith Coulter, U.C. School of Librarianship.

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eys":

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ne symbolic meaning back of the  
? Why do angels play them?  
"Sweet Mystery of Life" founded  
the Largo from the New World  
phony?

want to find a book I had one  
; it had piano pieces in it and a  
cover. Do you know what it was?  
perhaps public libraries are more  
y the repository of absurd ques-  
s, but it would be interesting to  
what some of the business or in-  
trial libraries are asked.

## Peter D. Conley

PRESENTS

RUDOLPH SERKIN

*pianist*

Opera House, Dec. 6th 8:30 p.m.

GALLI CURCI

Curran Theatre

Sun. Afetrnoon Nov. 28th

JOOS BALLE

Opera House Fri. & Sat. eve. Dec.  
3, 4 & Sun. afternoon Dec. 5th.

SYMPHONY

Opera House Dec. 10, 11, 17, 18  
and January 7 & 8.

ARE YOU INTERESTED IN PROGRESS?

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THE PNLA QUARTERLY

BECAUSE—

THE PNLA QUARTERLY is the outstanding progressive journal of the profession.  
It has just completed its first year with penetrating articles by national  
figures on the relation of the Library to Society and Society to the  
Library.

Already such outstanding national authorities as Harold M. Groves (on  
Taxation) and Ernest Sutherland Bates (on Censorship) have contributed  
to the quarterly.

THE PNLA QUARTERLY Strives to increase the influence of our profession in  
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## SL NETWORK

The editor wonders, do the members of the association feel as she does when she is using the bulletin mailing list and gets an inner excitement at the scope of interest involved in the Special Library network?

There are mining, engineering and oil companies among the industries; economics and chemistry among the sciences; banking, insurance and foreign and domestic commerce to mention but a few in the long list of business concerns. The fine arts are represented with museums and music and the professions have their say with medicine and law libraries, bookshop and newspaper members. Our interests stretch into the allure of out-of-doors with forestry libraries, agricultural centers, fish and game commissions. The business of city and state comes to us thru the channels of the documents department of the State library and the chamber of commerce libraries.

A very empire of libraries! A wealth of potential power.

With apparent incongruity I thought

## Union List Available

Bay Region librarians may now consult the Union List of Serials at Oakland Public Library, Phone HI 2437. We are very happy to have this list at another library.

of libraries this summer as I stood the castle walls of the old fort above Assisi and thru the sunrise saw Perugia her neighboring hill town only twenty five miles away. Perugia too had walls and for many years the two fought one another bitterly. But consoling thought came to me, in spite of the alarms of war (so close to in Europe) that at least city no longer fights city; thus far have we come the way to world confederacy world peace. Surely it is obvious that libraries have helped.

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# AN FRANCISCO BAY REGION CHAPTER BULLETIN

## Special Libraries Association

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### PROGRAM

JANUARY 18, 1938

The guest speaker of the evening will be Mr. Geo. C. Tenney, of the McGraw-Hill Company, who will address the meeting on technical magazines. Mr. Tenney is editor of "Electrical West".

### DINNER

Foster & Orear's, 216 Stockton Street, San Francisco  
The time is 6:15 P.M.

Luncheon will be on February 1, any time between 12 and 2 p.m., Green Gate Inn, 233 Grant Avenue, San Francisco. Please notify Miss Burnett of attendance.

### RESERVATIONS

Anne Burnett, *Pacific Gas & Electric Co.* Sutter 4211, local 863  
Dorothy Farnsworth, *Oakland Public Library*, Hlgate 2437

---

## JANUARY 1938

Volume 8

Number 4

## Presidents Message

JESSICA M. FREDRICKS ..... Editor  
J. BEN BRADFORD ..... Manager  
ARTHUR A. HAKEL ..... Advertising

## OFFICERS

1937-1938 COMMITTEE CHAIRMEN

## Program Appeal

Won't you please help to make the programs for both the Pittsburgh and the joint CLA meeting. Either pass your ideas and suggestions on to our own Miss Levy who will see that they reach the program chairmen, or communicate them directly to Mrs. Jolan Fertig, care of Westinghouse Laboratories, East Pittsburgh, Pa., for the national and to Miss Thelma Jackson, Municipal Reference Library, 300 City Hall, Los Angeles for our California meeting.

We have all been approached by insurance salesmen, but, as Miss Alexander points out, nothing else quite like the ALA plan in rate and returns. The fact that it is a group plan through the Metropolitan Life Insurance Company, is assurance of its security. One of the advantages are that one can continue in it even if not actively employed and one may withdraw money at any time with little or no loss, depending on the length of time contributions have been made. Requirement, of course, is membership in the ALA, but it is quite worth the small dollars a year in the benefits derived not only from the annuity but from the Association itself. (This is not mere motion work, I assure you!)

For detailed information, telepho  
Mrs. May F. Riley at the Group Insu  
ance Division of the Metropolitan  
Insurance Company, DOuglas 700

# Oakland Tribune Library

Ava Allison Brown—Librarian

The first issue of what is now known as the OAKLAND TRIBUNE was published as the "Oakland Daily Tribune" on February 21, 1874 and consisted of four 3 column pages, 9x12 inches in size. At present the paper consists of 48 pages daily and is an 8 column, 17x22½ inch page. As the paper grew and developed, a department where information could be centralized and made available to the entire TRIBUNE personnel was felt necessary and in 1918, at which time the TRIBUNE moved into its present building, the Library quarters on the first floor were established and the latest library equipment was installed. This consisted of open metal shelving, a portion of which was divided to accommodate large manila envelopes in which pictures and cuts were filed and a balance for heavy cardboard filing cabinets in which the clipping envelopes were filed. Each envelope frequently held all the pictures and cuts or the clippings we had under one surname. When an order was received it was necessary to go through the envelopes and pick out the material required.

In 1930, at the time the national convention of the Special Libraries Association was held in San Francisco, Joseph R. Knowland, owner and publisher of the OAKLAND TRIBUNE became much interested in the work that was being done by the special libraries, particularly those related to newspaper work, and it was at this time that the system now in

use was worked out and new steel equipment consisting of 5 drawer and 9 drawer unit type of filing cabinets was installed.

Material in our Library comes under the head of Clippings, Cuts and Pictures and each group is filed in a separate type of filing cabinet with each individual person and each separate subject being filed in separate envelopes. We find that with few exceptions, we can get better use from our periodicals and magazines by clipping and filing the item which we think may have future value to us instead of filing the entire magazine.

In order that the news may be adequately covered in our files, we read, mark and clip daily not less than 25 copies of the TRIBUNE, assorted as to editions, 2 copies each of the other newspapers in the bay district and all the state papers which come to our exchange desk as well as various magazines and periodicals. We file weekly an average of 2100 clippings, 850 pictures and 135 cuts. We also have on file the bound volumes of the TRIBUNE since 1874 and many books of reference such as histories, particularly of Oakland and of Alameda County, almanacs, encyclopedias, blue books, Who's Who, etc.

The Library is maintained primarily for the Editorial Staff but help and information is given to other departments on request. Information is seldom given to the public as the TRIBUNE maintains an Information Department for the use of the public.

## Editorial

The two Discussion Group meetings make us ponder. There was Dr. Carnovsky with surveying statistics proving that many libraries have few significant books and that the standard of book selection is unbelievably low. Next came Dr. Meiklejohn to ask us if people would read significant books. The answer, in part at least, was put squarely up to us and to more than one listener it was obvious that it lay in the sequential question: "Do librarians read significant books?" That many of us are not public librarians is beside the point, if (as is surely so) we are librarians first and specialists second. What Dr. Meiklejohn asks of the college graduate can well be put to us: "Does he know what are the significant values, the significant problems, of his civilization; does he follow these as they are recounted and considered in newspaper, in magazine, and book ranging from fiction to scholarly and technical discussion? Is he an intelligent reader?" And Dr. Meiklejohn's answer to the librarians who doubted today's significance of Plato is amplified in one of his books: "The simple fact is . . . that the securing of detailed and remembered information about Athens has seemed to us quite secondary in relation to a more important purpose which the study of that civilization can serve. That purpose, it need hardly be said, is the fashioning of a 'scheme of reference' which a student may bring to his study of later civilizations."

Do we bravely ask the Discussion Group to consider *ourselves* next time? The committee will be glad to hear from us. Indisputably both of these

## Training Institute

Something new will be the Recreation Training Institute to be held in San Francisco February 7 to March 1. Conducted by National Recreation Association and University of California Extension Division, the courses are open to all persons interested in recreational leadership and the UC will give one unit of credit upon the satisfactory completion of each fifteen hours of instruction. For full information write them at 540 Powell Street, San Francisco. To librarians who help to choose the books and guide the disposal of the people's reading time it is significant that one of the purposes of the institute is "to bring to the organization of leisure new inspiration and new interpretation of objectives."

## LIBRARIES BROADCAST

A copy of a radio interview on "the way in which libraries supply busily needed information" has been received from Mrs. Mary Duncan Carter, Director of the School of Library Service of the University of Southern California. In this fifteen-minute broadcast on December 14, Mrs. Carter interviewed Miss Frances Williams, Librarian of Security-First National Bank. Miss Williams answered a wide variety of questions dealing with the type of information supplied by special libraries, business firms, differences between special library and public library work and the Special Libraries Association. Good publicity for special libraries, an idea for the S.F.B.R. Chapter?

talks led directly to the responsibility of librarians towards one of the important trends in American life today: Adult education.



# Graduate School Library

Edwin T. Coman Jr.—Librarian

Mrs. Miriam Waitkins—Assistant

though the Stanford University Graduate School of Business was founded in 1926, a separate library was not established until 1933. Prior to that the School utilized the University Library and a small working collection in the Secretary's office.

In 1933 Miss Elizabeth W. Breid became librarian and really developed the collection. Although not a trained librarian, Miss Breid deserves great credit for the sound and effective manner in which she organized the material. In the fall of 1936, Miss Breid became Librarian and Research Associate of the newly organized Division of Industrial Relations of the Graduate School of Business and is busily engaged in organizing their rapidly growing collection. The staff of the Graduate School of Business Library consists of Mr. Coman, Mrs. Waitkins and six student assistants.

The policy of the library is to keep up to date the latest and best material in the field of business. The library owns approximately three thousand bound volumes and fifteen thousand pamphlets and other unbound material. Over a hundred and seventy-three business financial and trade periodicals are subscribed currently. Six of the leading business services are also available and through the kindness of a friend of the School, we are the only university west of Chicago, which receives the *British Statistical Service* and gives financial data on every company listed on the London Stock Exchange.

The library is particularly strong in the fields of accounting, banking and finance, business policy, marketing and industrial management. We are rapidly acquiring material on business and government and business ethics. Thanks to our friends, many of them members of the Special Libraries Association, we are filling gaps in our collection of financial manuals and are adding to our periodical titles.

The publications of the U.S. Bureau of Foreign and Domestic Commerce are particularly well represented in the library and it is our aim to utilize to the full the very valuable information on business available from this source.

It is our plan, now that we have reading rooms with a seating capacity of one hundred and sixty students and shelf and stack space for fifty thousand volumes, to gather materials dealing with the history and early development of the various fields of business and to complete our sets of periodicals. We are also building up a collection of biographies of business men and companies.

Shortly, it is our hope to issue a list of duplicates for exchange and at the same time a want list. The ready and generous response which we have received from the Special Library group has been very much appreciated and we hope that you will not be backward in calling on us to reciprocate. In any event we hope that any or all of you will visit us when you are in Palo Alto.

## Editors Mail

Editor

Chapter Bulletin,

My attention has been drawn to a statement in the *Chapter Bulletin* for November. There is an implication for which there is no basis to my knowledge. Last year and the year before when Miss Anderson was here and we had a peculiarly elastic set-up under the heading "special study," a few of our students got what amounted to a general course in special libraries. Two years ago when it was an independent elective our experience was that students who did not take it were quite as likely to get special library positions as those who did. Last year during my absence it was combined with University Library Administration and out of the group who took it, only one entered special library work and would certainly have had the same position in the National Archives Library with or without this course. This year I don't think we will be able to offer instruction in this field, but certainly not for the reasons implied but rather from the necessity of emphasizing others in which opportunities for placement or choice of the students require that we give prior consideration.

I do not know who is referred to by "They say" that the field is unstable and unremunerative." I think

## Thanks

Thanks of the Bulletin staff and the membership of the chapter for many pleasant things written and about the new Bulletin. We wish we could record here all the printed ones but would like to mention that the first one received was from our State Librarian, Miss Mabel Gillis. She wrote congratulating the Association "on this progressive step."

June 7-10 is tentatively set for 1938 convention.

that in times of depression or recession a very good case could be made for the relative security of business in other types of library work, but that was no factor in our omission of instruction this year. Whether it is remunerative or not is little concern of the School, that is rather a matter for those in the particular field.

Very truly yours

Sydney B. Mitchell

Director, School of Librarianship

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## Book Notes

by Mary O. Carmody

Advancing Front of Science  
George W. Gray. Whittlesey House  
1937. \$3.00

account of certain current ad-  
vances in representative fields of sci-  
ence. Mr. Gray suggests that this book  
convey to the general reader what  
technical and complete treatises  
do. The romance and mystery  
of the modern laboratory will be illus-  
trated for us at our Exposition. This  
will aid us in appreciating and  
understanding it all.

and Water

C.F. Tolman of Stanford  
University Press. 1937. \$6.00

describes the development of a new  
science. It is a summary of the re-  
sults of the intensive study of sub-  
surface water in western United States.  
The author hopes his book may help  
correct drought deficiencies, and aid  
the enactment of sound ground-  
water law.

How Labor Organizes

R.R. Brooks.

University Press. 1937. \$3.00

This book is a survey of what capital  
and labor are doing to hold their own  
in a changing world. It is chiefly a  
history of the labor movement, what  
has been accomplished and what,

through education may ultimately be  
the result of this effort to reassert the  
forms and practices of democracy in  
an industrialized society. The appendix  
contains Union memberships and affil-  
iations in the United States.

Abolition of Poverty

by James Ford and Katherine Morrow  
Ford

Macmillan 1937. \$2.50

This book is a popular study on the  
physical and social causes of poverty.  
Remedies and preventives are discussed  
in detail, improved housing, social se-  
curity, education with national econom-  
ic planning, and the abolition of war  
by moral education as the final gesture  
to eliminate poverty.

The Dictionary of American Biog-  
raphy, Scribner, twenty volumes, in  
progress since 1930, has just published  
the final index number.

## *Peter D. Conley*

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## Exchange List

The National Duplicate Exchange List has been received from Beatrice M. Howell, Chairman, Duplicate Exchange Committee. It consists of fourteen and a half pages which contain some five hundred different offerings. Further information can be obtained from our local representative, Mrs. Laura Cusack, U.S. Bureau of Foreign and Domestic Commerce, 311 Custom House. There will be monthly lists in future and copies of these can be received direct from Miss Howell by any library subscribing one dollar a year towards operating expenses. The address is Insurance Institute of Montreal, 503 Coristine Building, Montreal, Canada.

News of our LOCAL exchange list can be obtained from Miss Vera Mae

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### The San Francisco News Company

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agency in San Francisco  
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## Personal

A Christmas greeting from Hawaiian Islands has been received from Miss Margaret Kinyon, who is enjoying both living in the Islands and her new position organizing the library of the Pacific Guano Company, Honolulu.

A sincere word of praise to Jerry Rogers who makes the charming drawings in the Southern California Chapter Bulletin.

Slaughter, Geological Division, Standard Oil Company of California, SU 7

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# AN FRANCISCO BAY REGION CHAPTER BULLETIN

## Special Libraries Association

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### PROGRAM

FEBRUARY 15, 1938

The guest speaker of the evening will be Mr. Jerome K. Wilcox, Assistant Librarian at the University of California, who will speak on "Recent Aids to Public Documents' Use".

Mr. Wilcox is associate reference librarian of the John Crerar Library in Chicago. He has held library positions in various institutions since 1921 and is editor of the John Crerar Library Quarterly.

### DINNER

Foster & Orear's, 216 Stockton Street, San Francisco  
6:15 P.M. The price is 75 cents.

### RESERVATIONS

Anne Burnett, *Pacific Gas & Electric Co.* SUtter 4211.

Dorothy Farnsworth, *Oakland Public Library*, HIgate 2437

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## FEBRUARY 1938

Volume 8

Number 5

## CHAPTER BULLETIN

Published Monthly by the  
**S. F. BAY REGION CHAPTER**  
**Special Libraries Association**

JESSICA M. FREDRICKS ..... Editor  
 J. BEN BRADFORD ..... Manager  
 ARTHUR A. HAKEL ..... Advertising

### ADVERTISING RATES ON REQUEST

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*Business Branch S. F. Public Library*  
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*Music Dept. S. F. Public Library*  
 DOROTHY ANDREWS . Sec'y-Treasurer

MRS. AGNES REINERO . Executive Board  
*Pacific Gas and Electric Co.*

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   Edwin T. Coman, Jr.  
 Education ..... K. Dorothy Ferguson  
 Publicity ..... Jeanette Gormley  
 Duplicate Exchange . Vera Mae Slaughter  
 Public Relations . Nello Wilson Shelton

## Guest Speaker

Jerome Kear Wilcox, our distinguished guest speaker, is associate reference librarian of the John Crerar Library in Chicago. He has held library positions in various institutions since 1921 and is editor of the John Crerar Library Quarterly, president of the Chicago Library Club and a member of the Bibliographical Society of America and of the American Society of Bookplate collectors and designers. He has compiled United States Reference Publications (Faxon, 1931) and reference lists on many subjects for the John Crerar Library.

## Presidents Message

The half year has rolled around. I urge you all to renew your interest and enthusiasm in the affairs of Chapter so that we may see the successful maturing of our many projects.

Attending meetings is a habit. It comes a good habit that repays us if it is cultivated. The oftener we get together with our co-workers, the more alive we become to our common problems. It is impossible for your president or her committee chairmen to keep you informed of essential matters without the personal contact. So let us have large and lively meetings during the remainder of the year.

Mr. William Jacobs, the National president wrote to me complimenting us on our Bulletin. In a recent message to another chapter he said, "A real, live bulletin can only be kept up to standard by cooperating closely with its editor and keeping her supplied with items of interest to other members . . . A chapter bulletin charged full of interesting notes builds 'esprit-de-corps' in the chapter and makes it an active, attention-getting unit of the national association." We must have more and more of 'esprit-de-corps.'

## Chapter Talks

National President Jacob talked before the New Jersey chapter about "Our National Association" and in Boston they heard "An interpretation of special librarianship." New York had a talk called "The beginning of things."

The annual Special Libraries Association convention will be in Pittsburgh, Pennsylvania June 7th to 10th.

# Professor Keeney Case

Chapter members will recall that at a meeting before vacation last year (after the CLA conference in Monticello) there was a discussion of the Keeney case. As Mr. and Mrs. Keeney are now in Berkeley working on a book about libraries and librarianship, it seemed an opportune time to get a fresh statement of the case. The ALA, the Teachers Federation, the American Association of University Professors and many labor groups are coming together in Mr. Keeney's defense. It is encouraging to see these increasing signs of a united front between professional and other workers. This is a matter of interest to every one of us. The phrase "Academic freedom" is a glib one; when that freedom is assailed we are called upon to think of it in all seriousness and in the face of reality. Mr. Keeney's statement is written from the standpoint of the profession as distinct from the personal viewpoint.

In librarianship as elsewhere, demand exceeds supply. It has required the dismissal without charges or hearing of Professor O. Keeney after six years of service as Librarian, full professor, and Chairman of the Department of Library Economy at Montana State University, bringing to the attention of library workers the need for an agency in the American Library Association to investigate this and similar infractions of professional tenure.

The Committee on Salaries, Staff and Service (changed to Committee on Salaries, Staff and Tenure at the last biennial convention) attempted to investigate the dismissal of Professor Keeney through correspondence;

it embodied its views of the case in a report printed in the ALA Bulletin for September 1937, page 604. The Committee discovered, however, that long distance investigation is neither conclusive nor satisfactory; since it was not implemented with funds for an investigation on the ground, it recommended the acceptance by the ALA of the report, not yet published, on the Keeney case to be made by the American Association of University Professors, which sent an investigating committee to Montana in June.

A professional organization which fails to set up adequate machinery to safeguard its members in the proper exercise of their duties, cannot be said to have reached full stature. This is not the first violation of tenure in the library world nor, in all likelihood, will it be the last. But it has attracted more widespread attention due to Professor Keeney's being well and favorably known as a socially-minded librarian and as editor of volume 1 of the PNLA Quarterly, and to the suspicious circumstances surrounding his dismissal.

At the time he was dismissed, a professor of thirty-seven years' service was put on a monthly contract and threats were made against the tenure of thirteen others of long residence. It has been established that at no time has the University administration presented any definite and formal charges against him. It bases its action solely upon the power of the President, subject to the concurrence of the Montana Board of Education, to dismiss any faculty member at the termination

(Continued on page 6)

# Duplicate Exchange List

Lists of duplicates offered for exchange by San Francisco and Bay region libraries will appear monthly in the Chapter Bulletin. The duplicate exchange list recently received from the Southern California Chapter may be

borrowed from Miss Slaughter, Room 718 Standard Oil Building. Current information may be obtained from her by telephoning SUtter 7700, L 164.

Vera Mae Slaughter

## OFFERED IN EXCHANGE

### SAN FRANCISCO PUBLIC LIBRARY BUSINESS BRANCH

Miss Levy. EXbrook 3075

Burlingame-San Mateo city directory, 1928  
California (State) Board of Equalization  
California retail sales tax act of 1933  
California use tax act of 1935  
Rules and regulations, effective July 1, 1935, under California Use tax act, 1935  
Corporation Trust Co. What constitutes doing business; revised to Sept. 1937  
Green book buyer's directory (Oil, paint, and drug reporter): 1936-37 edition  
National resources committee. Technological trends and national policy. 1937  
Petroleum World. Annual review, 1935  
Roster of elective State and County officials of the State of California, holding office, Feb. 1, 1937  
Standard rate and data service. April, October and December, 1936. Jan. 1937  
U.S. Bureau of foreign and domestic commerce. Foreign commerce yrbook., 1933  
U.S. Comptroller of the currency. Annual report, 1934

### Periodicals

California Real Estate. Jan.-Dec., 1936  
California Retail Grocers' Advocate. Jan.-Dec., 1936  
Industrial News Review. Nov. 1935, Dec. 1936  
Journal of Agricultural Research. Oct. 15, 1937  
Mining and Industrial News Sept. 1934 Dec. 1936  
Musical Leader. Jan., 1936-Dec., 1936  
Oil and Gas Journal. Jan.-June, 1937  
S.F. Chamber of Commerce. Survey of Business Conditions. Jan.-Dec., 1936  
Sunsweet Standard Jan.-Dec., 1936  
Western Mining News. Feb., 1935-Dec., 1936  
Wine Review. Jan., 1935- Dec., 1936

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(Partial List)

American Gas Association Monthly.  
American Gas Journal. 1936 and brief file of earlier issues.  
Aviation. 1929-30.  
Bell System Technical Journal. 1922-29.  
California Highways and Public Works Combustion.  
Contractors and Engineers Monthly. 1933.  
Edison Electrical Institute Bulletin. b.f. vol. 1 to date.  
Electric Journal. 1935  
Electrical Contracting.  
Electrical Dealer.  
Factory. April, May, 1937.  
Gas Age. 1936.  
Gas. 1936 (Formerly Western Gas)  
Journal of Research of the National Bureau of Standards. 1930  
Journal of the American Condenser Institute. 1934 b.f.  
Metropolitan Vickers Gazette. 1936  
Pacific Dairy Review.  
Power. 1935  
Western Construction News.  
Wood Preserving News. 1936  
U.S. Department of Agriculture. Yearbook. 1906-16, 1925-28, 1930-33  
Pacific Coast Gas Association. Proceedings. Vol. 8, 9, 18-21.

## WANTED IN EXCHANGE

Monthly Labor Review. March, 1936  
by S. F. Business Branch

A list of the duplicates available at the Mechanics Library may be consulted at its Reference Desk.



## aries Broadcast

publish in full a letter from Duncan Carter, Director of the of Library Service of the University of Southern California.

students of the School of Library Service of the University of Southern California, under the direction of Mary Duncan Carter, are undertaking a second radio project which will take the form of a series of book discussions based upon some of the popular books of the year.

These broadcasts hope to help answer the question, "What shall I read next?" and to introduce related books. Lists of the books mentioned in each broadcast will be ready for circulation upon request. If desired, they will be supplied to libraries in communities covered by the Mutual Net in order that exhibits may be made. Questions and comments on books discussed will be welcomed. The students are divided into committees for re-writing the script from the book selection term problems, preparing the annotated book lists and arranging the exhibits in the foyer of the Poheny Library, University of Southern California. There is also a publicity committee and a carefully selected cast.

The purpose of the broadcasts is two-fold: to stimulate reading along the lines of interest created by the reading of popular books, and to demonstrate to the library school students the ways in which such an interest may be utilized for increased book distribution.

"The wind" opened Mrs. Carter's first fifteen minute broadcast. The subjects for the BOOK OF THE

AIR CLUB will be "The last Puritan," "Northwest passage" and "The American Dream." If the reading of these books will bring people to the study of the books of lasting significance the broadcasts will be of inestimable value. They take place Mondays at 4:45 over KFRC for San Francisco.

By the same mail comes a note from William P. Tucker telling what the Washington State Library is planning as radio publicity. A weekly program will be sponsored, part of the time being given to interviews with authors and other people of the world of books and the remainder of the program to be called "What is new in the world." This will be news of books in the fields of art, sciences, government, etc.

## Chapter Groups

Within the framework of the various chapters, there are many groups of similar interests. In some sections of the association network these groups affiliate. The University and College Departmental librarians emphasize this affiliation; they issue a bulletin. Representatives have been appointed in various local chapters, one in Southern California. Do we want one? If so, or if you want to know more about this group write Mrs. Julia L. Staniland, the chairman, at the School of Medicine Library, University of Pittsburgh.

Are we interested in affiliated groups? Have we enough of a kind? Can the solidarity of a group do a great deal for the chapter as a whole? Let the *Bulletin* air your opinions on this matter.

**REMINDER—DUES.** Treasurer Andrew says please pay them to Special Libraries Association, 345 Hudson St. New York.

## Keeney Case

(Continued from page 3)

of his contract. The Attorney-General of Montana who is an *ex officio* member of this Board, handed down last May a ruling that Professor Keeney's tenure is permanent by the Board's own rules and regulations, and that he could hence not legally be dismissed without cause and without opportunity to answer charges. The validity of the Board's rules regarding tenure is now being tested in the First District Court in Montana."

A librarian writes that she has been asked for the Deliberations of Pacific Coast Gas Association and American Annual of photography by Locke-Case.



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advise.

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Not needing one, there's inconsis

For, though I hope my hats  
applause

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Jane Sayre in the S.F. Chr

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mistake, but the editor would li  
make public her apology for the  
spelling of Miss Thelma Jack  
name in the January *Bulletin*.

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# Notes

by Mary O. Carmody

omance of the Calendar

W. Wilson

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book "surveys the development  
gnificance of the calendar as a  
Mr. Wilson considers the meas-  
t of time as man's first cultural  
t. Although there is no Univer-  
endar, the measurement of time  
problem of first importance to  
rom the cradle to the grave,  
John Doe to Mr. Einstein, in-  
, of course, Mr. Proust. There  
mplete chronology and index.

's Familiar Quotations

and edited by Christopher Mor-  
nd Louella D. Everett.

Brown 1937. \$5.00

Henry Jackson wrote a whole  
in the San Francisco Chron-  
a Dec. 7, 1937, whetting your  
e for this excellent book that  
so much bigger and better with  
new edition. It needs all that  
to do it justice. Aside from its  
ce value it is exceedingly good

of Tunnels

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building traced from earliest  
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SAVE THE DAY. Saturday March  
26th. S. F. Bay District of CLA; all  
day at Mills College. Program to be  
announced later.

## Peter D. Conley

PRESENTS

MARIAN ANDERSON

*Opera House Sun. afternoon Feb. 13*

*Friday evening Feb. 25*

SHAN-KAR & his Hindu dancers

*Opera House Friday evening Feb. 18*

*Sunday afternoon Feb. 20*

TRUDI SCHOOP Comic Ballet

*Sunday afternoon & evening Feb 27*

DORIS HUMPHREY;

CHARLES WEIDMAN

*and their dance group*

*Curran Theatre Sun. aft. Mar. 13*

SAN FRANCISCO SYMPHONY

*6th pair. Friday afternoon Feb. 11,*

*Saturday evening Feb. 12 with*

*Josef Hofmann*

*7th pair. Friday afternoon Feb. 25,*

*Saturday evening Feb. 26 with*

*Grisha Goluboff*

*8th pair. Friday afternoon Mar. 11*

*Saturday evening Mar. 12 with*

*Tilly Losch*

Berkeley series. UC Men's gymnasium

*Sunday afternoons Feb. 13, with*

*Josef Hofmann, Mar. 27; Apr. 3*

## Membership

The membership committee reports that the following new members of the SLA, affiliated with our chapter, have been added this year; Helen E. Burgess (Active) Reference Librarian, Tulare County Free Library, Visalia; Guinevere E. Crouch (Active) Librarian, Montana School of Mines, Butte, Montana; Ellen J. Cornish (Associate) Reference department, Oakland Free Library; Orpha Cummings (Associate) Library department, Giannini Foundation, University of California; Louise Darling (Associate) Associate Librarian, Research Library, Giannini Foundation, University of California.

The committee is working to gain

Over 100,000 Used Books in every department of history, travel, biography, science, fiction, poetry and literature, back number magazines, etc., etc. A Mecca for the Researcher and collector..

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new members for the association sending out letters describing the association and inviting the prospective members to a meeting. Personal invitations to meetings are also given by telephone. The committee is anxious to receive names of prospective members; won't you please give your suggestion to Miss Esther Laine, Development Company Library, 1111 11th Ave., S.W., Portland, Ore. 97204, or to me at SU 6-1111, Local 287..

Margaret Miller, Chair

**WANTED**—Purchasing analyst for 1935. Published by the Municipal Search Dept. of Hartford, Conn. Please communicate with Miss Joanne Calhoun, California Taxpayers' Assn., 777 Broadway Terminal Bldg., Los Angeles 4, Calif.

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Berkeley, California



# AN FRANCISCO BAY REGION CHAPTER BULLETIN

Special Libraries Association

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## PROGRAM

MARCH 15, 1938

The guest speaker of the evening will be Julia Lee Wright, Director of the Homemakers' Bureau, Safeway Stores, Inc. Her subject will be "To the American Taste."

Mrs. Wright is a nationally known authority on food through her cooking schools, radio broadcasts, and as Homemaking Editor of the Family Circle Magazine.

You will have an opportunity to visit the Library which supplies information and ideas for the Bureau and the Company as well as see the Testing Kitchen where recipes for Family Circle and company products are tested, cookery standards and methods formulated and foods prepared for photography

## DINNER

Safeway Stores, Inc., 4th & Jackson St., Oakland, California

Time: 6:30 P.M. Price: 75 cents.

## RESERVATIONS

Gene Burnett, Pacific Gas & Electric Company. San Francisco. SU 4211

Abella M. Frost, Safeway Stores Library, Oakland Highgate 4711

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# MARCH 1938

Volume 8

Number 6

## Presidents Message

JESSICA M. FREDRICKS ..... Editor  
J. BEN BRADFORD ..... Manager  
ARTHUR A. HAKEL ..... Advertising

## OFFICERS

MRS. AGNES REINERO. Executive Board  
*Pacific Gas and Electric Co.*

Employment ..... Margaret Hatch  
 Membership ..... Margaret Miller  
 Program ..... Anne Burnett  
 Hospitality ..... Ava Allison Brown  
 Union List Standing . Mrs. Doris A. Cantou  
 Union List Publications .....  
   Edwin T. Coman, Jr.  
 Education ..... K. Dorothy Ferguson  
 Publicity ..... Jeanette Gormley  
 Duplicate Exchange . Vera Mae Slaughter  
 Public Relations . Nello Wilson Shelton

## Mills Meeting

Already there is a tentative program for our joint meeting with the Southern California Chapter on May 21st. Their president, Thelma Jackman, asks how many of our chapter will be present. Will you please let me know right away if you are planning to attend?

The Southern Chapter is displaying so much enthusiasm and hospitality that I think we should make an effort to be represented by a group. Besides it is always an enjoyable little jaunt and we have the assurance of good weather.

The program looks stimulating  
I shall whet your appetite with  
plum and tell you nothing fu  
until I hear from you. Please  
little budgeting and arrange to

## Membership

Miss Andrews reports 100 paid up membership for 1937. says our Secretary-Treasurer, in cooperation, for which she thanks and asks the same for 1938. The excellent showing means a better allocation of funds for the budget of 1938. Our membership roll is Institutional members 6; Active 27; Associate 53. That's 86 members for the year; some of them are in Missouri, Honolulu, Oregon, and Missouri. Institutional members are one university, one museum, two libraries, two corporations. Aside from me the bulletin goes to all national officers, committee and group chairmen, ALA and CLA officers and to practically everyone mentioned in any of the bulletin, and of course advertisers.

# Three Forestry Libraries

FOREST SERVICE LIBRARY  
(California Region)

San Francisco Building, San Francisco

Established in 1905, the library has a collection of approximately 100 books, bulletins and pamphlets and 80 current periodicals. The administration is under the Assistant Regional Forester in charge of the Division of Information and Education and a library committee made up of chiefs of other divisions. The library serves the Regional office personnel and forest officers of the national forests of California and eastern Nevada. The scope is forestry, especially as applied to California, with recent expansion in the fields of land utilization, wildland management, erosion and flood control. The collection is largely publications of federal and state agencies, most of which are fully cataloged. The classification scheme is that of the Department of Agriculture Library, Washington, D. C.

Two types of use are made of the library -- reference use of technical and professional reading in connection with advanced training courses. The library issues special lists for these courses, and also mimeographed lists of principal accessions, special lists on special subjects and book reviews. Since the majority of forest officers are scattered throughout the State, these lists are of important contact. The library is used by outsiders, but does not lend except through interlibrary

DIVISION OF FORESTRY,  
UNIVERSITY OF CALIFORNIA

231 Giannini Hall

Until 1932 the group of publications accumulated in the Division of Forestry since its founding in 1913 represented a purely administrative collection. The material, mostly unbound pamphlets, was under the supervision of a faculty member. Brief cards for pamphlets and duplicate cards for new books on forestry added to the University Library were filed according to a decimal scheme developed in the Division. There was no dictionary catalog nor series file.

In 1932 the School of Librarianship was consulted and a trained librarian surveyed the situation. Following his recommendations, Mrs. Mary Lathe, the first librarian, substituted a dictionary catalog for the classed arrangement. Pamphlets were recatalogued, subject cards being made for all publications.

According to present policy pamphlets are shelved, and later bound, by series when possible, otherwise by subject. Individual cards for unbound pamphlets serve as analytic cards when bound. The individual pamphlets are not catalogued separately in the main library. Thus the Forestry Library dictionary catalog, which contains cards for both books and pamphlets, represents the most complete record of forestry literature on the campus.

Books and periodicals are still received and shelved in the Main Library; however, a small collection is kept permanently in the Forestry Library for reference and circulation.

(Continued on page 6)

Edith Schofield  
Librarian

# Duplicate Exchange List

Lists of duplicates offered for exchange by San Francisco and Bay region libraries will appear monthly in the Chapter Bulletin. Current

information may be obtained from her by telephoning SUTter 7700, L 164.

Vera Mae Slaugh

## OFFERED IN EXCHANGE

### STANDARD OIL LIBRARY

225 Bush Street, San Francisco

Miss Miller. SUTter 7700 Ext. 287

*Offered in exchange until April 15,*

American gas assn. Proceedings. 1931

American society for testing materials.

Standards. Pt. 1, Metals. Pt. 2, Non-metals. 1930.

American society for testing materials.

Standards on petroleum products and lubricants; methods of testing, definition, charts and tables, 1927, 30-35

American society for testing materials.

Symposium on paint and paint materials. 1935.

Chemical engineering catalog. 1936.

(The process industries catalog) 21st annual edition.

Composite catalog of oil field and pipe line equipment. no. 7 (1936 ed.)

no. 9, (1938 ed.)

Pizanty, Mihail. Le petrole en Roumanie et a l'etranger.....Institut romain du petrole. 1934

Revenue law of California annotated, 1932.

U.S. Federal trade commission. Federal trade commission decisions. Volumes 1, 3,4 and 5.

U.S. Tariff commission. Imports, domestic production, and prices. Petroleum, coal, lumber, cotton; certain oils and fats. 1937

Walker's Manual of Pacific Coast securities. 1915, 1929, 1932, 1936.

World petroleum directory. 1928 ed.; 32-33 ed.; 34-35 ed.

## SAN FRANCISCO PUBLIC LIBRARY BUSINESS BRANCH

Miss Levy. EXbrook 3075

*Offered in exchange until March*

Oil and Gas Journal. Jan.-June, 1938

U.S. Bureau of foreign and domestic commerce. Census of business, 1935

Please note that the duplicates offered by the Business Branch in the monthly Bulletin will be held only until March 30, 1938 because of

The Duplicate Exchange Lists are issued monthly by the National Committee of the Special Libraries Association. They carry the heading: "Why not your own copy of these monthly lists?" To receive a direct copy immediately upon its being issued you pay only \$1.00 annually towards mailing and mimeographing expenses. Kindly address requests to Beatrice M. Howell, Insurance Institute of Montreal. 503 Cornhill Building, Montreal, P. Q. Canada. A reference copy received for the San Francisco Bay Chapter may be borrowed from our local Chairman.

The value of the work of the National Duplicate Exchange Committee over the past six years is shown by an increase of from 374 items distributed in 1931-32 to 2,900 in 1936-37. This year, because of the vast amount of additional material available for exchange, it was decided to issue a monthly mimeograph list of all items offered and to send copies to the chapter representative.



# orial

you written to SPECIAL  
RIES since the discussion fol-  
the letter from Miss Pruden  
December issue? Editor Manley  
like to know how you feel  
the criticisms in that letter.  
have since been published.  
are several suggestions that pro-  
s of meetings, and papers read  
n, be taken out of the bulletin  
published separately. To Miss  
s criticism that "articles are  
year after year by the same  
one librarian feels just the  
e, says she is always aston-  
t the number of librarians and  
ious types of libraries who con-  
articles. Another member writes  
ld suggest that in this day and  
r primary purpose should be to  
e the collective and individual  
ing of our membership. That  
mean placing the questions of  
and working conditions ahead  
ssification and documentation,  
estion of our collective relation-  
o economic and social forces  
of library methods and tech-  
" Yet another librarian wants  
articles on methods, classifications,

l, there you are. As one writer  
t "SPECIAL LIBRARIES pre-  
a nice balance in supplying in-  
ion of interest to the big or  
young or old library. And since  
membership is so composed, surely  
its function."

reminds me of the standing  
n of an orchestra conductor  
g programs for the old, the  
the conservative, the radical.  
e is the only solution.

# Volume One

Volume one, number one! The world  
might be flooded with bulletins, but  
when you help to make one yourself,  
each new entry thrills your editorial  
heart. So, welcome to the ADULT  
EDUCATION OBSERVER, published  
monthly from September to May by  
the EASTBAY EDUCATION COUN-  
CIL. John B. Kaiser is president and,  
already known to us as an editor, our  
fellow librarian Glen Burch fills that  
capacity. Hasn't Adult Education cer-  
tainly been one of the by-products of  
the Discussion Group meetings? The  
purposes of the Council are "... to  
promote the best interests of adult  
education in the East Bay area of  
San Francisco Bay, and to coordinate  
the activities of agencies and indivi-  
duals in the field; to compile and keep  
up to date a directory of all adult  
education activities in the East Bay  
area with information regarding the  
program of each agency; to serve as  
a clearing house for this information;  
to aid in giving publicity to adult ed-  
ucational activities and allied interests  
which now exist or may hereafter be  
established in the East Bay area ..."

Dr. Meiklejohn, you will recall, says  
the most important work in the  
country today is adult education.

The sympathy of the membership  
body, and particularly of those wh  
know her personally, goes to Mrs.  
Laura Cusack who is ill. And felicita-  
tions to Miss Veronica Sexton who is  
in much better health this year.

Personally, I take this way of telling  
Miss Manley that I think she has  
achieved this balance, and is doing a  
fine job.

## Three Libraries

(Continued from page 3)

The Forestry Library which is managed by a trained librarian under the direction of a faculty member, is available for reference, reading, or study by graduate students and undergraduates taking upper division forestry courses.

Edwarda Adams  
*Librarian*

CALIFORNIA FOREST AND  
RANGE EXPERIMENT STATION

*E. I. Kotok, Director*

Our library was organized in 1926 when the United States Forest Service established the station on the University of California campus. Limited space has necessitated housing the library off the campus, so much of our service is by telephone and messenger.

There are about 7000 books, pamphlets, and bound periodicals on forestry and related subjects, and about 100 magazines are routed to the staff. A monthly list of accessions and occasional lists on special subjects have been effective in taking the library to the staff.

No attempt is made to build an exhaustive collection, so we buy only those books which are in constant demand and supplement our resources by loans from the Univer-

## Request

A request from Columbia University School of Library Service: anyone a spare copy of volume number one of the Discussion Bulletin? Only that is needed to complete their files. Please communicate with Margaret Hatch, Metropolitan Life Insurance, DOuglas

sity Library and elsewhere as our demands.

The bibliographic usefulness of our catalog is enlarged by the inclusion of references from other sources besides those available in our library. This catalog has more than 5000 author cards to which subject headings are being assigned. We also have subject cards issued by the Forest Service, and a file of the Bibliography of the International Association of Agricultural Librarians and Documentalists which includes about 1000 foreign references to forestry.

Although our library is primarily for the staff we welcome the opportunity to serve other libraries.

A. M. Avakian  
*Librarian*

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## Book Notes

by Mary O. Carmody

pect

Thomas Arthur Rickard

Nov 1937. \$3.00

is an autobiography of an American mining engineer who was born in England and who lives at present in California. He has contributed many articles on the subject of mining. This book is the interesting account of his observing traveler and an experienced writer.

Romance of Textiles

Thel Lewis

Nov 1937. \$4.50

History of design in the weaving of silks, oriental textiles, cotton in various fabrics and patterns of Persia, early Egypt to the modern art of the world of today. I do not think this quite as interesting as Phyllis Farnham's book "Tapestry, the Mirror of Civilization" 1933. The field is still undeveloped and there is less opportunity for philosophizing.

Encyclopaedia of Social Science

Nov 1930

10 volumes

A exceedingly useful publication quite different from the original cost is now being offered at less than half that price.

## Library System Service

LIBRARY SUPPLIES

Yawman and Erbe

Fremont St.

DOuglas 2356

Jane Sayre of the Chronicle, whose "Hats" was reprinted in the last Bulletin, writes "Being an ex-librarian, I am pleased you thought it interesting enough to reprint."

Arthur Hakel of the Oakland Tribune Library would like to get the November and December, 1933 North American Review.

In answer to inquiries the editor wishes to say that the article about the Keeney case, in the last issue of the Bulletin, was not written by Dr. Keeney, but by a member of the Defense Committee.

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PRESENTS

JOHN CHARLES THOMAS

Thursday, March 24th

LANNY ROSS

Wednesday, March 30

SYMPHONY PAIRS

Mar. 25, 26 with Mischa Elman

April 1, 2 Shakesperian program

April 8, 9 with Artur Schnabel

YOUNG PEOPLE'S SYMPHONY

Saturday mornings Mar. 26, Apr. 2, 9

## Warning

This is a WARNING, but come anyway to the next Discussion Group meeting, tho you will be asked to contribute something towards the support of the bulletin. This bulletin has tied together the meetings, summing up the gist of them for members present and keeping informed those absent. There are no more funds for mimeographing it, but a little help from each of us will supply them.

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## Directions to Safeway Building

*By Automobile Ferry:* Take South Pacific Auto Ferry from San Francisco to Oakland. Follow main road off Ferry on 7th Street to Jackson Street (5 blocks east of Broadway) turn right and drive down to Fourth Street. The Safeway Building is on the southwest corner. Take elevator to fourth floor. Someone will be on hand to greet you.

*By Bay Bridge:* When you drive across the bridge keep to the right and follow the sign "Business District" down to 7th Street, turn left and go East to Jackson Street, turn right and drive down to Fourth Street.

*By Train:* Take Southern Pacific train to Oakland, then board the Seventh Street train. Get off at Oak Street Station and walk back, on 7th Street to Jackson (block and a half). Turn south, then, on Jackson Street to Fourth Street.

The weather man has no respect for "dead-lines." The bulletins (last month) came and went, but the storm knocked out power lines and the couldn't work.

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# SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Special Libraries Association

---

## PROGRAM

APRIL 19, 1938

We will visit the library of the Stanford Graduate School of Business. The school has recently moved into new quarters and is building a very large collection of business sources. Mr. E. T. Coman is the librarian.

For all who can possibly make it, the 5:17 train from 3rd & Townsend is the best train. There is a bus from the Palo Alto depot to the campus.

*If you are planning to drive please invite others*

## DINNER

Stanford Union (on the campus) at 6:30 P.M. Price 70 cents.

## RESERVATIONS

*Anne Burnett, Pacific Gas & Electric Company. San Francisco. SU 4211*

*Dorothy Farnsworth, Oakland Public Library, Hlgate 2437*

*E. T. Coman, Graduate School of Business, Palo Alto 6161*

*Reservations must be in no later than Monday morning.*

---

APRIL 1938

## CHAPTER BULLETIN

Published Monthly by the  
**S. F. BAY REGION CHAPTER**  
**Special Libraries Association**

JESSICA M. FREDRICKS ..... Editor  
 J. BEN BRADFORD ..... Manager  
 ARTHUR A. HAKEL ..... Advertising

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*Music Dept. S. F. Public Library*  
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*Pen American Airways*  
 MRS. AGNES REINERO . Executive Board  
*Pacific Gas and Electric Co.*

#### 1937-1938 COMMITTEE CHAIRMEN

Employment ..... Margaret Hatch  
 Membership ..... Margaret Miller  
 Program ..... Anne Burnett  
 Hospitality ..... Ava Allison Brown  
 Union List Standing . Mrs. Doris A. Cantou  
 Union List Publications .....  
 ..... Edwin T. Coman, Jr.  
 Education ..... K. Dorothy Ferguson  
 Publicity ..... Jeanette Gormley  
 Duplicate Exchange . Vera Mae Slaughter  
 Public Relations Nello Wilson Shelton

## Mills Meeting

Librarians were among the groups of women representing various professions at this year's Mills College Vocational Information Day, March 30. With Dr. Evelyn S. Little presiding, Miss Susan T. Smith, Librarian Berkeley Public Library, spoke on Women in Public Library Work, and our Miss K. Dorothy Ferguson, Librarian Bank of America, on Special Libraries as a Field for Professional Women. Supplementary talks were contributed by Dr. Grace L. McCann Morley, Director of San Francisco Museum of Art, and by your editor.

## Presidents Message

This year has been an eyeopener for Special Libraries affairs due to my receiving the bulletins of all other chapters. It is heartening to see what splendid work is being done throughout the country in the interest of 'Special Librarianship.' It is quite too much that you do not all have the opportunity to read these fine bulletins and their variety of ideas and programs.

This last Pittsburgh Bulletin published a very original talk by Claflin in which she spoke about Library Spirit, comparing a librarian to a human being: the physical (the collection itself) the mind (the intellect (the librarian and the library staff) and finally that intangible called the soul or spirit (a combination of the elements of courage, self-reliance, steadfastness, responsibility, adaptability, friendliness, generosity). I am sure you would enjoy reading this article and Miss Fredricks will be glad to send it to anyone who is interested.

Perhaps in the near future, we will devise a plan whereby these bulletins may be made available to the members. I freely admit that I have taken many ideas from them. To those I didn't have them earlier, but they won't be lost I assure you. I'll pass them on. (We think you've had a fair share of your own, Madam President. Enjoy them.)

## GOOD NEWS

The District Court of Montana has handed down a decision reinstating Mr. Keeney as Librarian of Montana State University and ordering that his salary be paid. Warm congratulations to Mr. Keeney and a loud huzzah for academic freedom.

## Library Journal

The March Library has a story by S. Braden about the National Library of Mexico. This is interesting Mexico making the headlines as it is. There is intrinsic interest as Mr. Braden writes that he found at each reading desk, directly before the eyes of each reader, a neatly printed, easily read placard containing some suggestion or warning concerning the proper use of the facilities of the library.

There are a few of those he copied and translated.

Each periodical which you are reading forms part of a collection which serves the historians of tomorrow. Respect it and allow no one to dilute it.

Do not turn pages by wetting the fingers, for reasons aesthetic, of cleanliness, and of good manners -- furthermore, not to make contact with microbes.

The National Library of Mexico desires to form a generation of readers who love, respect, and protect books. Help them realize this purpose.

Only to the sage is it permitted to make notations on the margin of books. On those of books not owned, not even a sage ought to do so.

Unhappily for your dignity you commit a barbarous act on the book you are reading, you will without any appeal be turned over to the authorities.

Among the many rare and interesting books is a notable collection of maps, one large room being completely filled with them. This is a result of

## Shell Development Co. S.F. Library

This library, established in 1929, has a small collection of books most of them being in the fields of Chemistry, Chemical Engineering and Petroleum Refining. Magazines and pamphlets constitute an important part of the library material as do photostats, translations and catalogs. All of the material in the library is coordinated by means of a master index based on the Brussels Decimal system.

The library serves the San Francisco staff of Shell Development and Shell Chemical Companies and the plants of Shell Chemical Company. The research staff of Shell Development Company in Emeryville has its own large library.

As most of the work of the library is done for the Engineering and Patent departments, the staff of five are all trained chemists.

the declaration of the state that all the properties of the church were to be state property. Church libraries, including Bibles, but not limited to them, were thus turned over to the National Library.

The Library Quarterly (current issue) has two articles recalling our CLA district meeting on the 26th. There is "The Maintenance of Ancient Greek Public Libraries" by William A. Oldfather and a review of Desmond Flower's book "A Century of Best Sellers, 1830-1930." The list hardly jibes with Professor Lehmann's contention that classics are best-sellers. There is also a review of "Public Documents, 1937" by Jerome K. Wilcox.

# Duplicate Exchange List

Lists of duplicates offered for exchange by San Francisco and Bay region libraries will appear monthly in the Chapter Bulletin. Current

information may be obtained from her by telephoning SUtter 7700, LO 164. Vera Mae Slaughter

Will each library wishing to dispose of duplicate material send its list directly to Miss Slaughter, Geological Division, Standard Oil Company of California, San Francisco, instead of to the Editor of the Chapter Bulletin? Please send each title on a separate 3 X 5 inch slip or card so that they may be interfiled with the titles on hand. The name of the library offering the publications should be included. Unless otherwise requested the disposal date will be assumed to be within one month after publication of the list, and will be so indicated in the Bulletin. Please give complete title so that abbreviations will not have to be checked with periodical indexes.

Would you like to borrow by mail the reference copy of the Duplicate Exchange List issued by the National Committee of the Special Libraries Association? If so, communicate with Miss Slaughter.

## OFFERED IN EXCHANGE

Standard Oil Company of California  
Geological Division Library  
225 Bush Street, San Francisco  
Miss Slaughter. SUtter 7700 Ext. 164  
(Until May 15, 1938)

American Association of Petroleum Geologists. Bulletin. v. 18, b.f., v. 19, b.f., v. 20, b.f.

Arkansas. Geological Survey. Bulletin, number 3.

California. Division of Mines. (Department of Natural Resources).

California Journal of Mines and Geology. Volume 29.

California. Division of Oil and Gas. Summary of Operations, California Oil Fields. v. 8, 9, 10, 11, 12, 14, 15, 21 in part. (Unbound).

Colombia. Ministerio de Industrias. Compilacion de los Estudios Geologicos oficiales en Colombia. 1917 a 1934. Tomo II. 1934

Idaho. Inspector of Mines. Annual Report of the Mining Industry of Idaho. 29th, 30th, 31st and 32nd (For the years 1927, 28, 29 and 30).

Iowa. Geological Survey. Annual Report. Volume 1 (1893) and 33 (1927).

Journal of Paleontology. Volumes 12 in part (Unbound).

Missouri. Bureau of Geology and Mineral Resources. (Reports) Vol. 16 2d series.

Montana. University. Bulletin. Bureau of Mines and Metallurgy Series.

New Mexico. University. Bulletin. Geological Series. Vol. 3, no. 1-3.

Ohio. Geological Survey. Bulletin. series no. 33

U.S. Bureau of Soils. Soil Survey of Grady County, Georgia. by Hugh Bennett. 1909.

U.S. Geological Survey. Bulletin, no. 1000 Washington (State) Division of Game and Fish (Department of Conservation and Development) Bulletin, no. 28

Washington (State) Geological Survey. Bulletin, no. 3, 9, 10, and 20.

Wyoming. Geologist's Office. Bulletin, no. 14.



# trial

Healthy skepticism is an asset  
t, unless it leads to aloofness.  
ch of the latter and you head  
Ivory Tower. Well, there are  
them vacant these days. Pro-  
s and white collar workers  
yling the ranks of the signifi-  
riters and musicians who have  
the world wide front against  
t. Thomas Mann spoke to a  
y-Room-Only audience in S.F.  
A. Brady of the U.C. has  
a text-book, as it were, on  
facism Toscanini followed up  
lier refusal to conduct any  
at Bayreuth, by cancelling his  
nents for Salzburg, in addition  
ch he has given financial and  
aid to the Palestine orchestra  
ish musicians exiled from Ger-  
A leading American journal,  
ng ago, published an editorial  
, "Thank you, Hitler" in which  
umerated the men and women  
s and sciences now exiles from  
fatherland but enriching this  
y with their culture and learn-  
A magnificent return for the  
America gives them. There is  
tuff of vitality in all this .A  
view from an Ivory Tower is im-  
le for librarians who handle  
documentation of the current  
s that are piling up history.

ss Levy has appointed the follow-  
nominating committee to propose  
ers for the coming year: Agnes  
ero, Pacific Gas & Electric Co.;  
eth Holden, Federal Reserve Bank  
an Francisco; and Anita Crellin,  
omic Research Library of Uni-  
ty of California. Miss Crellin is  
rman.

## Social Studies School

Bringing books to life and life to  
books - - in both senses of the words --  
has been a signal achievement of the  
School of Social Studies, which has  
pioneered in the use of important  
books as materials for study by adults.  
Therefore, the School's new experiment  
should be of especial interest to librari-  
ans. This is the Seminar-in-Residence,  
a seven-day "vacation summer-school"  
which combines recreation with guided  
study of common problems.

Participants will include men and  
women from many roles in community  
life . The Seminar, held in conjunction  
with Mills College and housed in  
Orchard Meadow House on the lovely  
Mills College campus, will be an ex-  
periment in friendly study and a  
demonstration of group-study methods  
based on the use of books. A full  
description of the plan will be avail-  
able very soon to all librarians who are  
interested.

John W. Powell

### Publications Committee

The Publications Committee, Special  
Libraries Association, has issued a list  
of publications. After giving the most  
recent books and bulletins, the com-  
mittee gives a history and brief sur-  
vey of the work of the various groups  
within the chapters and a list of pub-  
lications if any. Institutional members  
receive all publications free; active and  
associate members see prompt notice  
of them in *Special Libraries*. The prices  
for purchase are given in the list,  
which is on file with the Editor. Call  
HE 2121, Local 49, for any informa-  
tion she can give you.

## Book Notes

by Mary O. Carmody

Chemistry of Synthetic Surface Coatings.

by Wilhelm Krumbhaar. 1937. N. Y. Reinhold Pub. Corp. \$4.00

This book is recommended to chemists in the paint field. The author is an authority in the paint and varnish industry. He has summarized in this book some of his recent lectures. It is written in good English and is well illustrated.

Books and Documents. Dating, Permanence, and Preservation.

by Julius Grant. 1938. N. Y. Chemical Pub. Co. of New York, \$4.50.

This book is all that its very comprehensive title implies. Chapters dealing with paper making, ink and binding include information as to the durability of these commodities. It is the first time such comprehensive material has been put into one book. A significant book in its field.

Technology of Aluminum and its Light Alloys.

by Alfred Von Zeerleder. 1938, Nordemann Pub. Co. 2nd. ed. \$5.50. The press notices in various technical journals have been most emphatic in their praises of this book. It is reported as being the very best treatise that has been produced on aluminum.

### Filing System Service

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DOuglas 2356

The subject is treated in a clear, concise manner and the translator, Mr. J. Field, has accomplished a task which runs so smoothly that it is a pleasure to read it.

A note from the National has come to Dorothy Andrews, our Secretary and Treasurer. It says "On November 15, at the meeting of the National Executive Board and Advisory Council, it was voted that May 15, 1938, be fixed as the closing date for membership payments for inclusion in determining the chapter membership award." Let's try our best to win the Gavel Award!

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PRESENTS

ALL-BEETHOVEN PROGRAM  
Civic Auditorium (with Schna)  
April 17th Afternoon

SYMPHONY PAIRS  
April 22 23 Last pair. Opera House  
Friday afternoon and Saturday

KIRSTIN FLAGSTAD  
May 10 Opera House. Evening

YEHUDI & HEPHZIBAH  
MENUHIN  
June 21 Opera House. Evening

# JUNIORS

You are cordially invited to attend breakfast-meeting of the San Francisco Bay and Portola District California Library Association Juniors at Women's City Club, 465 Post Street, Sunday, April 24 at 10:30 a.m. The guest speaker will be Miss E. Taber, writer and lecturer, who will speak on *Builders of San Francisco*.

Breakfast will be 80c. Please send donations to Natalie Mayo, San Francisco Public Library before April 20. We owe much to our Juniors; the work of older librarians they continue to develop. Their youth, viewpoints and courage have not helped the profession to retain the essences of spirit expressed in it, but have been responsible for concrete benefits as well.-Ed.)

means of microphotography it is possible to print 17 complete lines in the space of a single square of film. The film can be projected and every verse read with ease.

Dr. P. W. M. Dictionnaire of Applied Chemistry, 4th edition, 1937. Longmans, Green & Co. Volume one has just been published.

# INSTITUTE

The Institute of Women's Professional Relations has issued a brochure of nineteen pages. On the chance that it is not well known to all of us, I here describe it briefly. Ruth Savord, Librarian, Council on Foreign Relations, New York City wrote it, the Special Libraries Association sponsored it, the Institute of Women's Professional Relations did the publishing in 1937.

Speaking of the field of work Miss Savord says that it "is almost unlimited and in spite of almost two thousand well-established libraries now being maintained, the surface has only been scratched." Her listing of the potential openings is encouraging and good stuff for selling the library idea.

Miss Hatch of the Metropolitan Life Insurance Library has a few copies of this publication on hand; others may be procured from Institute of Women's Professional Relations, Research Headquarters, Connecticut College, New London, Conn.

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**MAKES A HIT**

Miss Levy's February message as to attendance at meetings made a hit; it has been quoted by the Bulletin of the Baltimore Chapter and the sheet of information issued by the University and College Departmental Libraries group of Pittsburgh.

The National Treasurer reports that receipts for membership dues were approximately \$1,000 over anticipated revenues for the year.

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supplied at library discounts

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ature, back number magazines, etc.,  
etc. A Mecca for the Researcher  
and collector..

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**CULLATIONS**

In New York the cataloger group and have special meeting nun belongs to the Pittsburgh - - New York had three speakers Engineering Societies Library ton concentrated on the A Academy of Arts and Sciences Montreal undertook self-analysis "Next steps for SLA" - - Pittsburgh meeting in a law library, heard notes about old wills in the - - Our neighbors down South about Professional Relations a speaker from the Braille Institute Connecticut studied the Special Collections in the Yale library airplane travelling is both common maybe we Westerners around to these meetings ever Or shall we sit by our sunbathing apparatus and turn on vision. But we want to talk

**National President**

National President Wm. says "Special librarians are really lowly." He sort of has to take on a "guys' on faith, but the more, sir.

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# SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Special Libraries Association

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## PROGRAM

MAY 24, 1938

Annual business meeting. We must have a quorum.

Members who attended the CLA will tell of our joint meeting with the Southern Chapter.

Miss Fredricks will show movies of her trip last summer (U.S.S.R.; Turkey, Greece, Italy, France) Four of her travelling companions will be present to help with anecdotes.

## DINNER

San Francisco Conservatory of Music, 3435 Sacramento street. Time 6:30. 75 cents (No tips, for once!)

Cars No. 1 & 2, out California street; get off at Walnut.

Car No. 4 goes past door. Car 3, get off at Sacramento; walk west block and a half. California cable car; go to end of line.

## RESERVATIONS

one Burnett, Pacific Gas & Electric Company, San Francisco. SU 4211  
rothy Farnsworth, Oakland Public Library, Hlgate 2437

*Reservations must be in no later than Monday morning.*

---

MAY 1938

Volume 8

Number 8

## CHAPTER BULLETIN

Published Monthly by the  
**S. F. BAY REGION CHAPTER**  
**Special Libraries Association**

JESSICA M. FREDRICKS ..... Editor  
 J. BEN BRADFORD ..... Manager  
 ARTHUR A. MAKEL ..... Advertising

ADVERTISING RATES ON REQUEST

### OFFICERS

ANITA F. LEVY ..... President  
*Business Branch S. F. Public Library*  
 J. M. FREDRICKS ..... Vice-President  
*Music Dept. S. F. Public Library*  
 DOROTHY ANDREWS . Sec'y-Treasurer  
*Pan American Airways*  
 MRS. AGNES REINERO . Executive Board  
*Pacific Gas and Electric Co.*

### 1937-1938 COMMITTEE CHAIRMEN

Employment ..... Margaret Hatch  
 Membership ..... Margaret Miller  
 Program ..... Anne Burnett  
 Hospitality ..... Ava Allison Brown  
 Union List Standing . Mrs. Doris A. Cantou  
 Union List Publications .....  
 ..... Edwin T. Coman, Jr.  
 Education ..... K. Dorothy Ferguson  
 Publicity ..... Jeanette Gormley  
 Duplicate Exchange . Vera Mae Slaughter  
 Public Relations Nello Wilson Shelton

## Conference Reports

The National Executive Board has recently voted to publish the Association Conference Proceedings as a separate volume to be published shortly after the Convention. "This would mean that the magazine would have more space for specially prepared professional articles, and the various papers of the Conference would be assembled in one place and available much more promptly. The proceedings would not be a part of SPECIAL LIBRARIES but would be sold to members at a moderate cost."

## Nominations

The Nominating Committee, appointed by Miss Levy, submits the following candidates for office.

President K. Dorothy Fe  
*Bank of America, San Francisco*  
 Vice-president Isabella  
*Homemakers Bureau, Safeway*  
 Sec't-Treasurer Marjorie M  
*Standard Oil Company*  
 Editor Jessica M. Fr  
*San Francisco Public Library*  
 Executive Board Mary O. C  
*Mechanics Library*  
 Elizabeth F  
 Agnes R  
 Anita Crellin, Chair

Special Libraries hopes next fall to present, thru U.C. Extension, a semester course of 15 lectures on Government and State Documents. The instructor will be Jerome K. V. The opening date September 12.

If any changes of address should be made in the Membership List please notify the Secretary-Treasurer.

## Inventory

A brace of lipsticks, getting lo  
 A postcard from a lad I know  
 In Albany. A piece of fluff.  
 A brand-new orange powder pu  
 Keys that fit my week-end car  
 A tube of something for my face  
 A glove I thought I lost in town  
 A pad entitled "Jot it Down,"  
 A last-year's *billet-doux*. Ho hu  
 A sample stick of chewing-gum  
 A one-cent stamp that's minus  
 A dusty aspirin or two  
 I find, when I'm constrained to  
 For nickels, in my pocketbook

Pictis

# Duplicate Exchange List

of duplicates offered for ex-information may be obtained from  
by San Francisco and Bayher by telephoning SUTter 7700, Local  
libraries will appear monthly 164. Vera Mae Slaughter

e Chapter Bulletin. Current

## OFFERED IN EXCHANGE

ific Gas & Electric Library  
Market Street, San Francisco  
rs. Reiner. SUTter 4211  
Chalmers Electrical Review. 1937  
an Concrete Institute. Journal.  
-37 b. f.  
an Society of Civil Engineers.  
eedings. b. f.  
an Water Works Association  
al. 1937  
Telephone Quarterly. 1937.  
ss Week. 1937  
cal and Metallurgical Engineer-  
1937  
Engineering. 1937  
stion. 1937  
ical Engineering. (American In-  
te of Electrical Engineers) 36-37  
ical West. 1934-37  
ical World. 1936-date.  
eering News-Record. 1937  
eering Record. Volumes 62 and  
(Bound)  
h Electric Journal. June, Sept.,  
, 1937  
ives Engineer. Jan., Feb. 1937  
ag, Piping and Air Conditions.  
6-37  
nating Engineering Society. Trans-  
ons, 1937  
(New York Trust Co.) 1937  
trial and Engineering Chemistry.  
6-37  
trial Gas. 1936-37  
trial News Review. 1936-37

Industrial Standardization. 1934-37  
Mechanical Engineering. Feb., Oct.,  
Nov. 1936 Nov. 1934  
Oil Land and ublic Utility Economics.  
v.1 to 1937, b. f.  
Public Utilities Fortnightly. b. f., early  
issues.  
Standard Oil Bulletin. 1937  
Tax Digest 1937  
Union Oil Bulletin. 1937  
U.S. Bureau of Standards. Journal of  
Research. 1930-37  
U.S. Geological Survey. Water-supply  
Papers. "Many out-of-print papers".  
Western Construction News. 1937  
Western Machinery and Steel World.  
1937  
Western Plumbing and Heating Jour-  
nal. 1936-37

## Metropolitan Life Insurance Library

Idaho. Inspector of Mines. Annual Re-  
port of the Mining Industry of  
School and society, 1932  
Journal of the National Education  
Association, 1932  
School Life, 1932  
Journal of Education, 1932  
Survey and Survey Graphic, 1932  
Monthly Labor Review, 1935  
Nation's Business, 1936  
Office appliances, 1936  
Inland Printer, 1936  
National Safety News, 1936  
Insurance Salesman, 1935-1937  
Bankers' Directory (Rand McNally)  
1934-35 1st and final editions

# Board of Directors Annual Report

## Members of Executive Boards

Miss Anita F. Levy, President

Miss Jessica Fredricks, Vice-President and Editor.

Miss Dorothy Andrews, Secretary-Treasurer

Miss Edith Schofield, past President

Mrs. Agnes Reinero

## Meetings

Regular meetings of the San Francisco Bay Region Chapter, as reported by the Program Chairman, were held in the months of September, October, November, 1937 and January, February, March, and April, 1938. An eighth meeting which will be the annual business meeting will be held in May. The meetings this year enabled us to visit several libraries not previously visited and to hear a number of good talks.

A joint meeting with the Southern California Chapter will be held in conjunction with the annual meeting of the California Library Association on Saturday afternoon, and evening, May 21st, in Los Angeles. The program as planned is:

12:30 Luncheon (\$1.75 including tax and tip)

Mrs. Thelma Jackman, president, Southern California Chapter, presiding.

Speaker: Mr. Ernest Dawson, "Book Collecting around the world."

2:00 Joint Meeting--Rose Room

Mrs. Jackman, presiding.

Speakers: Mr. Edwin Coman, Jr. Librarian Graduate School of Business, Stanford University. "National

Special Libraries Association and Special Librarian."

Miss Frances Williams, Librarian, Security-First National Bank, Los Angeles "Program Building for the Local Chapter."

## Intermission

Round Table Discussion: Present and future of the Special Libraries Association.

Leader: Miss Edith Schofield, Regional Librarian, U.S. Forest Service, San Francisco.

Participants: Mrs. Francis Davis, Librarian Bureau of Power and Light, Los Angeles

Miss Jeanette Gormley, Assistant Librarian Standard Oil Co., San Francisco

Mrs. Norma Olin Ireland, Instructor School of Library Service, University of California

Miss Vera Mae Slaughter, Librarian Geological Division Library, U.S. Bureau of Mines, San Francisco and Oil Co., San Francisco

## General Discussion

6:30 Dinner Mona Lisa Cafe, 1000 Wilshire Blvd. (\$1.50 including tax and tip)

Jessica M. Fredricks, presiding.

Speaker: Mr. Oscar Ameringer, "What books have done to me."

In regard to "programs," I should like to pass on one recommendation from the incoming administration as follows: Believing that too few of the members are "en courant" with the general committee projects and the progress, I suggest fewer program meetings. In their stead, I would have at least two informal dinner meetings with the Executive Board, Chairmen of



nittees and as many members as to be present. At such meetings, ts could be discussed and sugges- asked for. The dinner would for sociability and there would bly not be so large a crowd as to unwieldy. I believe Montreal ter did this and I noted it at ime. Our program chairman also mends continuation of an in- ion of this year; a monthly lunch the meeting place to be an- ced in the Bulletin and held ly thereafter while the date re- fixed in mind. This would be urely social "get-together".

#### otion

hat we as a chapter have stressed he past few years, and shall con- to stress until we have the de- le impression on our community, e promotion of the idea of Special ury Service. This past year has no exception. While we cannot to great accomplishments, there been definite projects formulated steps taken to put them into t. Excerpts from the report of Chairmen of the Public Relations mittee will give an idea of its ose and objectives: ".....the exten- of Special Library service through ulation of policies to govern all acts of the chapter with the pub- and the coordination of the spec- activities of the Employment, bership and Publicity committes. as been recognized that certain ses of action could be taken that ld promote the objectives of all e committees at the same time.... ing the past eight months, the mittee has undertaken the follow-

ing two projects to advance Special Libraries.

1.....In private industry..... by arrange- ment with the Secretary of the "Per- sonnel Officers Association" to send the pamphlet "Scope and purpose of 'Special Libraries Association' to its 300 members as an enclosure with the April number of its monthly Bulletin. The pamphlets, distributed to its mem- bership, which represents business firms in Alameda, Contra Costa and San Francisco Counties, were stamped as follows: San Francisco Bay Region Chapter. Membership Chairman, Miss Margaret Miller, Standard Oil Co., San Francisco, SUTter 7700. Employ- ment Chairman, Miss Margaret Hatch, Metropolitan Life Insurance Co., San Francisco, DOuglas 7000.

2.....In Government Agencies. The Com- mittee has undertaken the sponsorship of staff libraries in local public em- ployment offices of the California State Employment Service. There are 15 district offices in the (State) where special libraries might be es- tablished.....This is a long range proj- ect. First steps.....have been (1) prep- aration by the committee of a bibli- ography of material essential to a local public employment library (2) arrange- ments with the manager of the Oak- land office.....to organize an experi- mental library in the office. The Oak- land Public Library has agreed to furnish a small collection of books for this library as one of its branches. Recommendation that a trained libra- rian be in charge.

#### Bulletin

Through the initiative and efforts of our Editor, Miss Jessica Fredricks and J. Ben Bradford, our Bulletin has de-

veloped from mimeograph to print and has paid its expenses through its advertisements. We predict a continuous improvement in its contents. My only recommendation is to urge its earlier appearance each month; that can be accomplished only through the cooperation of its contributors.

#### Finances

Balance	9-1-37	28.00
Receipts		
Budget	9-1-37	36.63
Budget	2-1-38	43.38
Ads		48.00
Union list loan		250.00

#### Disbursements

Bulletin	53.72
Union list	28.00
Approximate balance 4-30-38	\$276.00

#### Membership

December 31, 1937	100 percent paid
Institutional	6 new members 37-38
Active	27 Institutional 1
Associate	53 Active 3
Total	86 Associate 7
100% Paid Up	Total 11

#### Paid up membership May 1, 1938

Institutional	2 Associate	34
Active	24 Total	64
Total membership (including unpaid)		
May 1, 1938, is	93	

The membership committee is asking

each member to assume the type of membership commensurate with position, as President Jacob suggested in his message to the Chapters. I recommended that this be continued also, that this committee continue work with the Public Relations Committee.

#### Employment

Number obtaining positions, 37-38  
 Number special libraries established  
 New applications filed  
 Total applications on file

The Employment Chairman says record indicates the following: small number of applicants obtained new positions and of libraries established shows the need for promotion work....Non-members in good position should be approached for membership that there is close relationship between the work of Employment, Promotion and Membership Committees. In addition, I should like to recommend following in the footsteps of Southern California Chapter in setting a minimum standard for applicants.

#### Publicity

Meeting notices were sent regularly to five daily newspapers before and after meetings. The Publicity Chairman recommends the setting up of exhibits at local conventions as "prime grounds" for special libraries.

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ation

is was a new committee this year. during the year a canvas was of the membership to see if was any interest in courses in ianship. When there is sufficient nd, there are possibilities of ging them through university ex- on. Another activity of this com- e was participation in the Place- Day program of Mills College e the Chairman promoted the ssion of librarianship and spoke e students on preparation needed he special library field. A recom- ation to a future Education com- e is to endeavor to hold an In- e for Librarians in Northern ornia, preferably in collaboration an Institute at one of the col- or universities .

#### *Duplicate Exchange Committee*

e local Duplicate Exchange Com- e has not been functioning many hs but the Chairman has been d with the result of the pub- lists. Many items have been ex- ed by the different libraries. National Duplicate Exchange list been "routed" as much as has possible to do so, but members not to have made much use of ferings. We are too far away to success with the more desirable

duplicates.

#### *Union List*

The Union list is now in the hands of the Publications Committee Com- mittee and the Chairman reports that seven hundred pre-publication cir- culars have been mailed to libraries throughout the country (principally the Pacific Coast) and that if the response encourages us to publish, further circulars will be mailed to business organizations and individuals. We earnestly hope for success in this publication venture. A standing Union List Committee is keeping the card catalog revised so as to be prepared for future supplements.

#### *Hospitality*

Our Hospitality Chairman was in- strumental in getting new members acquainted and it is desirable that there be a continuance of the Com- mittee which can make for ever in- creasing good fellowship in the organ- ization.

#### *Discussion Group*

Carrying on our professional re- lations with other library groups, our Special Libraries Association Chapter has again participated with the Cali- fornia Libraries Association in the Discussion Group; in fact, a special

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librarian, Miss Margaret Hatch, has been the chairman. It has had a very interesting and stimulating season with its central theme "the social significance in the library of the community."

### *Constitution*

I would recommend that the Association take action on adopting the suggested Constitution for Chapters appearing in the April number of "Special Libraries".

### *Golden Gate International Exposition*

Not all recommendations need be considered in the immediate future. I would suggest that our Chapter concentrate this year on getting plenty of publicity through participation in the Golden Gate International Exposition. It is a golden opportunity not

only for our local chapter, but the whole special library field. If we can demonstrate our usefulness to visitors and exhibitors, we may plant the seed that will bloom into many and better Special Libraries.

### *Appreciation*

In conclusion may I thank the Committee Chairmen, as listed in the bulletin, the Nominating committee (Miss Anita Crellin, chairman), as well as all members of the Association for their friendly cooperation during my term of office. Thanks to the National President, William Jacob for his many encouraging letters.

April 30, 1938

Anita F.

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# SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Special Libraries Association

Volume 9

SEPTEMBER, 1938

Number 1

## MESSAGE

If you asked me for the key word expressing our Association I would give COOPERATION. Cooperation between our members, Cooperation with other research workers and Cooperation with Public and University Libraries. What is this COOPERATION? It is willingness to pool our information, so that our very specialized libraries do not have to keep shelves and filing cabinets cluttered up with miscellaneous material. The oil libraries need not amass books on California crops or Banking, in order to be ready for the once in a while request; they know that they can call on the Chamber of Commerce libraries and the bank libraries for these kinds of information. We seem to play a little game of: "I know something, you know something and if we exchange it knowledge we are both the richer." This COOPERATION means an exchange of duplicate material. Every year our libraries are crowded for space, every year we have duplicate material: series of magazines, yearbooks and pamphlets, which we no longer need. Our Duplicate Exchange Committee has made most of this material available to members for the asking and transporting. This COOPERATION also means an

exchange of ideas and information between libraries in our field, and this cooperation can be nationwide. We ought to ask ourselves this question: Do we call

Continued on page two.

## TREASURE ISLAND

A few last minute Directions for Treasure Island goers.

### *Car Stickers*

A recent ruling of the navy department requires that all cars going to Treasure Island must have stickers in order to pass the navy lines. Stickers are being sent out to parties making reservations. However, if you are taking your car, and have not received your sticker please notify the program chairman.

### *Directions*

Navy sentries will direct you as to how to reach the island from bridge.

### *Bridge Tolls*

Oakland members please note that it is necessary to ask for a Treasure Island receipt at the toll gate in order to take advantage of the .50 round trip rate. A receipt will also be issued at the Island toll gate which is to be shown on the return trip.

San Francisco members will pay tolls at the entrance to the Island.

### *Transportation*

If you have vacant places in your car, and would like to have someone ride with you, please notify the program chairmen. Those planning a "cab" party please meet at the side entrance of the Palace Hotel, on New Montgomery St., at 5:15. Groups of six can be accommodated in each cab. The fare will be 35c each way per person.

## CHAPTER BULLETIN

Published Monthly by the

S. F. BAY REGION CHAPTER

Special Libraries Association

JESSICA M. FREDRICKS ..... Editor

J. BEN BRADFORD ..... Manager

### OFFICERS

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*Mechanics Library*

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Program ..... Avis Bryson

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Publicity ..... John Stump

Duplicate Exchange .... Dorothy Farnsworth

Union List ..... E. T. Coman, Jr.

..... Edith Schofield

University & College Departmental .....

Group ..... Mrs. Jean S. Price

### MESSAGE

Continued from page one.

sufficiently on the eastern libraries in similar fields for the benefit of their longer experience?

Reading Mr. Ferguson's message and his happy thought that all kinds of librarians and trustees should join hands in a professional "Ring around Rosie", I wondered if we are not missing an opportunity in salesmanship and public relations, if we do not informally offer our services to the serious clients of the public libraries. I realize that a library belonging to a corporation or an industry must necessarily restrict its facilities and its services to the members of its corporation and their clients, but on the other hand it would in selected cases gladly offer advice to a client recom-

## THE LOCKCASE

Come and Get it.

Employees wondered as men wheel bulbous packs into the library of the Standard Oil Company of California: toasting fork pushing its way through here, a frying-pan handle there. Would there be housekeeping rooms in the deeper archives of that library? Snapped-eyed librarian Margaret Miller peering from the inner sanctum wondered to see as the little trucks rolled in. Nostalgic odors of whispering pines and bag grease emanating from the baggage tumbling before her, brought the librarian to her feet. Miss Miller turned from wondering to wonder.

But still we wondered. After a tough game of questions and answers climaxed by "when do we eat?" Miss Miller, framed under black lashes, confessed she packed in mules and all—to the Kings River Country to take pictures of the birds, the beasts and the flowers. Every night she turned the mules to the meadows. There came a morning when she found that the mules could find greener pastures than she could. Here we have Miss Miller holding the bags—but not carrying them. On returning she found the scouting of the mules and the pack to the Felix Pack Station (yes) what she later learned is most efficient. She vows never again to mix business with pleasure. Miss Miller's closing comment: "I am expecting the mule train day now!"

mended by the public librarian.

So I would offer this thought to our friends of the public and university libraries and to independent research workers: When a SPECIALIZED client needs this SPECIALIZED material, remember the SPECIALIZED LIBRARIES IN YOUR DISTRICT.

K. Dorothy Ferguson

# COMMENTS ON NATIONAL CONVENTION

the Editor. (*Who wasn't there!*).....  
 pages refer to Book of Proceedings.  
 Do the technologist and scientist  
 minate life in modern history? (p.8)  
 is a safe guess to say that well over  
 percent of the problems now before  
 gress are of (such a) nature." . . .  
 one will deny that "by harnessing  
 ure's bountiful supply of energy and  
 king it available to man, we have  
 ered in an age of possible plenty"  
 5) but do you agree that "child  
 or has disappeared in the U.S." Mem-  
 of the newsvendors union don't  
 ak so, nor does the state of California;  
 ill vetoed by the governor last year  
 one to prohibit sale of goods pro-  
 ed with child labor. . . . I like "The  
 nance of industry" (p.6) real romance  
 rth, hence beautiful. . . . Lots of  
 vision and papers on development  
 varied uses of micro-films (p.26, a  
 adcast: addresses, p.29,33,38,39,49,  
 . "750,000 scientific papers and arti-  
 are now published each year in 15,  
 different journals" (see for your-  
 on p.28) "The lowest bid on fire-  
 of filing cabinets to house the bib-  
 iography was \$600.00. Instead, one of  
 secretaries spent half a day and the  
 npany spent \$4.50 to transfer the  
 00 cards to a row of microfilm,  
 ich is now in a safe deposit box."  
 39) A librarian of documents, of  
 otographic reproduction and research,  
 ublic and university librarians; others  
 ncerned with science, newspapers,  
 icine, mine safety appliances and  
 census gave wide expression to this  
 ic, including the matter of inter-  
 rary loans. . . . Did you read "Tele-  
 on is Un-American?" Authors belief  
 hat "in the long run, . . . it is up to  
 e people, who whether they know it  
 not actually own the air." . . . Was

there any discussion after "What price  
 government?" (p.69) Balance against  
 that the fine paper on "The social  
 security act" (p.65) with its honest  
 recognition of the need for such gov-  
 ernment aid. . . . One newspaper has a  
 five day week (p.78) . . . There should  
 be *something* to make up for the list of  
 salary averages for newspaper libraries;  
 the figures (p.79) are staggering. . . .  
 The social science group (p.88) gives  
 us "The social study of Pittsburg and  
 Allegheny County." As a factor in the  
 situation the survey recognizes "the in-  
 evitable opposition of vested interests"  
 and hopes for "the gradual development  
 of an informed public opinion." . . . Re-  
 turning to p.5 to librarians is given  
 "the great responsibility of directing  
 the tremendous forces which man has  
 found into the channels of peace and  
 prosperity."

The editor appreciates and admires  
 the many papers and talks on profes-  
 sional problems and ethics, but *here* are  
 trends showing a viewpoint relating the  
 library and the librarian to the world  
 as a whole.

Judging from the steady trek of  
 books on cowboy lingo from Mechanics'  
 to Bank of Italy we look forward to  
 wonderful results from a prominent  
 librarian's vacation. We are listening for  
 the echo of spurs down the corridors  
 to her library even now.

Never had anyone so correct an  
 estimate of life but that circumstances  
 time an experience ever bring him  
 something new and ever instruct  
 him,  
 Terence.

No question is ever settled until it  
 is settled right. Ella Wilcox.



## LETTER

Dear Members of the San Francisco Bay Region Chapter:

Together we stand at the threshold of another Association year looking forward from the vantage point attained by past achievements. Each individual member of the Special Libraries Association constitutes the basis of its future success.

One cannot occupy the Presidency of this Association without being impressed with the tremendous volume of important activities being carried on by its Chapters, Groups and Committees. Each is contributing constantly towards the future growth of S.L.A. That the Association is not only growing but also making a place for itself in the sun is evidenced by the increasing number of requests from prominent national organizations that a member from S.L.A. be appointed to represent it on their Boards or Advisory Councils. Another evidence is that papers by two of our members are to be presented this September at the Joint Meeting of the Association of Special Libraries and Information Bureaux and the International Conference on Documentation to be held in Oxford, England.

I feel confident that with our splendid background we can make this year an even more outstanding one. I only wish I had an Aladdin's Lamp so that by simply rubbing it I could be with you all at your meeting on Treasure Island. Since that cannot be I wish you a most delightful conference and a

truly successful year.

Yours truly,  
Milton James Ferguson, President

Publication of the Association of Special Libraries and Information Bureaux

Princeton, New Jersey.

## GREETINGS

Greetings "Special" Greetings:

If I may be permitted to en again in 1939 some of the pleasant I recall in company of Special Librarian next year's ALA conference will be event well worth a trip across the continent. What a dish can be stirred if one but have the proper ingredients. San Francisco the place, with unbelievable bridges, a Golden Gate and Treasure Island; officials with happy intent to make the visitors welcome; sorts and kinds of librarians and trust joining hands in a professional "Round around Rosie" — maybe even "po office" again professionally speaking! all sounds good to me, if it can be brought off. And if there is any place in the world where the thing can be done, that place, I know, borders a great bay where ninety years ago men came for gold and stayed to live in gold and sunshine. In this instance, therefore, bespeak the co-operation of my good friends, the Special Librarians, to a greater glorification of librarianship and fellowship. I should like to feel that I have enough of your special talent to enable me, on this occasion at least, to be considered one of you.

Good luck, I say; and do not forget our date in '39.

Milton James Ferguson, President  
American Library Association

Laurence J. Clark, Secretary of the  
San Francisco Library Commission is

new president of the Bay Region Chapter

of the Association of Special Libraries and Information Bureaux

Princeton, New Jersey.

Publication of the Association of Special Libraries and Information Bureaux



# SAN FRANCISCO BAY REGION CHAPTER BULLETIN

## Special Libraries Association

Volume 9

OCTOBER, 1938

Number 2

### MESSAGE

We hear so much nowadays of the term "Public Relations". It has a much wider scope than "Publicity", because it seems to imply the relationship between two people—one who has something worthwhile to talk about and one who is willing to listen.

Have we ever stopped to think how busy it is for all of us to be a self-appointed "Public Relations" committee? We certainly have an association that is worth talking about, whose activities are worthwhile, whose national and local programs are really helping the researcher, and whose light should bring out from under the proverbial bushel. Here are three suggestions that if carried out by each member will make our Association looked about in the Research and Statistical fields.

1. Know what publications the Association has for sale. (They are on display at the Mechanics Library)
2. Tell members and non-members about our monthly meetings.
3. Boost your local chapters program of activities.

I feel that "Public Relations" is everyone's job, one we can all become enthusiastic about, and one if undertaken by all our members will create a wave of interest in Special Libraries which will be far reaching in its results.

K. Dorothy Ferguson

### MEETING

Realizing the increasing interest in the use of microfilms for libraries, the program chairman has arranged a factual and practical program on this subject for the October meeting. This will be on the 18th in the Chinese Room of the Womens City Club. Dinner is at 6:15 and will be followed by a panel discussion on microfilming, with Hervey de Bivort, who has made a detailed study of methods and sources, to lead the group. Neal Hailow of the Bancroft Library and A. C. Gerould, assistant reference librarian of Stanford University will approach the topic with particular reference to the university library. Edwin T. Coman, Jr. of the Stanford Business School Library will present cataloguing problems. A practical demonstration will be furnished by the Eastman Kodak Company whose representative will show us the new Argus equipment.

Please make reservations with Miss Jeanette Gormley, SUtter 7700 or Miss Dorothy Farnsworth, TWinoaks 1400.

Besides Miss Levy's reference to Californians in the picture at Pittsburgh, we would call your attention to the mention (page 92 of the Proceedings) of the study made by Peyton Hurt in 1934, while assistant librarian at UC. And then there is the comment on Margaret Hatch's report of the employment committee as "a splendid analytical report." (p. 119)

# CHAPTER BULLETIN

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Special Libraries Association

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J. BEN BRADFORD ..... Manager

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..... Edith Schofield  
University & College Departmental .....  
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The following are National Committee appointments of California members: Advisory committee, (National Employment Committee), Edith Schofield; Student Loan Fund Committee, Anita Crellin; Methods Committee, Mary Carmody.

—"As will be understood the *Special Libraries Association* was in the best possible position to advise me upon the tour of American scientific and technical libraries which I intended to make; and my best thanks are due to the secretary, Miss E. L. Clarke, for her valuable recommendations and assistance.

A friend pointed that out to me in "Libraries for scientific research in Europe and America" by H. Philipance."

# THE LOCKCASE

*Mighty Like a Sears-Roebuck*

We were drowsing in the Mechanics' Library when awakened by that loud unmodulated voice of deaf cutting the stilly air: "Come you tell me the author of 'Warrior For X?'" We looked up to see a do-ager in a lavender straw wreathed with purple velvet flowers, waiting expectant at the charging desk. (A life member we bet). The attendant hesitated long, turned a shade deeper and shouted back a shade louder, "Look in Catalogue under the W's—all accompanied by a vague waving of an arm in the offing. He, too, had been told never to point, we thought. Librarian Krisher, a frequent patron, smiled knowing "I know but it's not up to me to tell" smile—and why should she know we pondered as she passed out through the portals with two little titles "A Body rolled Downstairs" and "They Can't Hang Me" tucked under her arm.

Stillness reigned again. We turned the leaves of Life, we tried to smile at Punch, only to give up. We were dozing off—but no—there was a voice again. "I can't find it, you man!"

We gazed around. Ah we could see a tuft of purple velvet flower bobbing up over the great City Directory. The bulk of the mighty tome was definitely weighted on her left. She was deep in the W's all right.

If one had looked under the table at the Exposition dinner there would have been seen a lot of feet out of shoes.

It seems that the walk around the Island wasn't long enough but we had to walk around for our food too.

S. L. Anonymous

# COMMENTS ON NATIONAL CONVENTION

One who was there!

In thinking back to the June Convention of Special Libraries at Pittsburgh, I recall with pleasure the warm reception accorded to the only Californian present, (so far as I know I am the only one) and the appreciation expressed in every way and by everyone for the interest shown and the work accomplished by the two California chapters.

Unfortunately, I could remain only two days, but a goodly amount was crowded into that time. The meeting which took precedence in interest over others was the one held by the Business Groups. I refer you to the panel discussion "Business profits and the use of published information" page 18 of our Proceedings. Though rehearsed, it had the appearance of an informal, round-table discussion and was exceedingly well done. I think that all chapters would do well to emulate this method of bringing special libraries activities before a group of business men. Nothing could better demonstrate the library's usefulness.

The board meeting, which I was enabled to attend as a Chapter President, was a stimulating meeting. It was here that I came in close personal contact with some of our well known national figures, Miss Alma Mitchell, Mr. Wm. Jacobs, Mr. Howard Stebbins, Miss Marguerite Burnett, Miss Marian Manley, Miss Mary Jane Henderson, Miss Adelaide Macrum and numerous others. Everyone had something of interest to contribute.

It was too bad that your representative was unsuccessful in obtaining either the 1939 Convention or financial aid for the Exposition project. While not convinced as to the in-

advisability of making Los Angeles the Convention headquarters for 1939, she was thoroughly convinced as to the impossibility of obtaining funds where funds did not exist. Miss Manley made the nice gesture of suggesting aid to the San Francisco Exposition in preference to the New York, as San Francisco had progressed further in its plans. And everyone was in sympathy with the suggestion. But the finance committee, after investigation, proved conclusively that the money was not available. As to the Convention the regretful feeling existed that too few librarians could afford the trip to warrant holding it at such a distance and that due to the depression, the business firms would not pay expenses.

An interesting new venture will be the student loan fund which will provide financial aid to SLA members wishing to carry on professional study in an accredited school. Page 104 of the proceedings gives a full account of it.

One more point I should like to bring to your attention. Miss Manley, at the General Session, asked for criticisms of and suggestions for *Special Libraries* magazine. There was a good deal of discussion from the floor relative to the section "Publications of special interest", many feeling and I concur, that there is room for improvement. Miss Manley rightfully pointed out that without comments from the association members, it was impossible to make changes in the policy. So I think each one of us should, instead of criticising privately, send in our criticisms to headquarters. They will be gratefully received and heeded.

Continued on page 4



## EDITORIAL

A big market is a bewildering and fascinating place of substances, sounds and smells. There are remains of a tawdry romanticism about some of it, tho being a realist I have small use for romantic ignorance or poverty, whether of ideas or living. In this market place there was a spieling astrologer with "your past, present and future for thirty-five cents, *only* that, ladies and gentlemen, and what an order!" There was a lusty vendor of snake venom for dandruff, falling hair and poison oak. At another stall, a woman (earning an honest living when there's no other) was having her face all greased up to show that somebody's marvelous cream will remove wrinkles. take fat from the wrong places and put it into the right places and give you that over-worked school girl complexion.

What's this got to do with librarians? Just this, that it's up to us to give people ideas instead of superstitions, truth in place of falsehood and the ability to utilize the past, live the present with reality and to chart the future with intelligence. Are we equal to the job? It will cost more than thirty-five cents, ladies and gentlemen.

Miss Anne Burnett sailed Sunday on the Cingalese Prince on a four and a half month round-the-world trip. The Cingalese Prince is a freighter carrying about eight passengers. During Miss Burnett's absence, Miss Elizabeth Scarf is taking her place at the Pacific Gas and Electric Company.

Miss Ruth Taylor, California State Chamber of Commerce is now Mrs. W. G. Reynard and resides at Martinez. Her position has been filled by Miss Marjorie Nickolds.

## ANSWER MAN

Under the heading Another "Answer man" September Wilson Bulletin has the following: If you have any questions about the dance, whether you want the name of the composer of an obscure ballet, or a special list of books on the dance, Paul Magriel Librarian at the School of American Ballet, New York City, is your man. Mr. Magriel, author of *A Bibliography of Dancing* for which the first supplement is now ready, conducts a complete dance information—the only one we believe—for librarians and the public. For love—not money. (Is he a Special Librarian? As a member of the minority Museum Group I think he should be gently inducted into our ranks. Ed.)

The Union List Publications Committee announces that the list will "out" December 15th.

The page size is to be 8 1-2 by 11 and it will be bound in dark blue cloth with gold lettering.

## NATIONAL CONVENTION

Continued from page 3

The banquet was most enjoyable. I was fortunate in being seated next Miss Rose Vormelker whom I met in San Francisco in 1930 and with whom I have corresponded at intervals since. Miss Vormelker is librarian of the Cleveland Business Information Bureau and an authority on Public Business libraries. On Miss Vormelker's left was Mr. Virgil Reed, Assistant Director of the Bureau of Census, who provided the most delightful dinner companion. There was pleasant entertainment, good food and an air of sociability. I was sorry I had to slip out early to catch a train back to New York.

Anita Lev



# SAN FRANCISCO BAY REGION CHAPTER BULLETIN

## Special Libraries Association

me 9

NOVEMBER, 1938

Number 3

### ION CATALOG

The local chapter has been asked by Hazel Hunt Voth to cooperate with the W.P.A. project to compile a Union Catalog of Special Library proposed for both Northern and Southern California areas.' Mrs. Voth's announcement follows:

At the October 18 meeting of the San Francisco Bay Chapter of the Special Libraries Association, Hazel Hunt Voth, at present connected with National Park Service, presented a proposed survey of special libraries for the purpose of compiling a union catalog. A Public Information Sheet is available which is willing to sponsor such a survey and to publish the catalog in mimeographed pamphlet volumes, arranged according to subjects. No expense would be borne by the Special Libraries Association, and it is believed that hearty cooperation can be expected from the members to whom the entire benefit will accrue. Further details will be made known to individual libraries through a circular letter. Please give your careful attention to this project, as the success of the undertaking depends upon your expression of opinion.'

The Board of Directors of the San Francisco Bay region chapter has given the project very careful consideration and is of the opinion that its members would not derive sufficient benefit from such a catalog, and with our

Continued on page four

### MEETING

The November meeting of the Association held at Drake's in Berkeley was devoted to a group discussion of Special Library methods. Topics were assigned and the discussion was planned in advance, and under the able chairmanship of Mrs. Mary Carmody the discussion went forward in a tone of keen interest and enthusiasm. While the prepared papers and addresses formed the backbone of the meeting, many questions and interesting contributions were forthcoming from the floor.

Miss Margaret Miller opened with a very complete and well planned summary of abstracting and bibliographies in the Special Library. The general treatment of the topic was followed by illustrations of work done in this line at the Standard Oil Co. Library and by a description of the semi-monthly bulletin issued there. Miss Margaret Hatch took up the discussion at this point and described a contrasting type of bulletin, the "one sheet" type sent out several times a week at the Metropolitan Life Insurance Co. library, and favored because of its flexibility and appeal to the "busy business man". Miss Thelma Hoffman rounded out the discussion of bulletins with a talk on report writing, giving the members some idea of the very scholarly and concise reports prepared at the Shell Chemical

Continued on page four

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..... Edith Schofield  
University & College Departmental .....  
Group ..... Mrs. Jean S. Price

Seven new members are welcomed to our chapter. Greetings to them and congratulations to our energetic membership committee. We introduce—  
Ethel E. Emerson, Stanford University Libraries, Stanford University, Calif.; Virginia Jane Harris, Shell Development Co., 53rd & Horton St. Emeryville, Calif.; Francis H. Smith, Industrial West, Inc., 111 Sutter St. San Francisco; Nadine Elizabeth Whitford, 1107 Gerald Ave. Missoula, Montana; Helen E. Schneider, 113 South Monroe St. Moscow, Idaho; Jeanette M. Hitchcock, Keeper of Rare Books, Library, Stanford University, Calif.; Muriel Gooden, 2613 Durant Ave. Berkeley, Calif.

## MESSAGE

Our beautiful city, like a belle before the party, is preparing herself for the visitors who will flock to her gates next February to visit Treasure Island. On every side we see newly gilded lampposts, glistening statues, and the unavoidable "for 39" signs to remind the pedestrians. How about our own library? Are they in apple pie order? Are there some list, or some new group of material, that if done, would increase our usefulness to our conditions and to our Association?

One Library, I know, is making a list of Old San Francisco Songs. How else can we contribute of our interest for our 1939 visitors? The list of services held in our Library corporations would be of mutual fit and value, and one that our Information Staff at Golden Gate National Exposition could well use. We all doubtless have similar ideas on the back of our heads that we would like to develop, but have filed them in the "When Time permits" position. Let us take these ideas out and put them over. Like San Francisco, it is time to shake out your ideas and "shine for 39!" K.D.F.

With this issue of the bulletin we have commenced publishing it before the meeting, instead of the other way around. Announcement bulletins will be sent before the meeting and the bulletin space that has been used merely to enlarge upon that announcement, will now run a story of the meeting itself. Among the many reasons dictating this change is the obvious one that our out-of-town members will know what really happened and not only what was planned.

## THE LOCKCASE

### *Anthology of Deflation*

If you don't believe the employment situation is serious, just ask the usually conscious librarian Hatch, employment chairman, whom we saw haranguing long and earnestly with Librarian Holden plank in front of one of our City's busiest elevators. Just when she appeared to be in the very shoes of statistics our publicity chairman breezed forth—too intent on inserting a note of gayety in our employment chairman's recordings. But it seems employment desires no publicity. Chairman Hatch, rudely interrupted, interrupted herself for one moment in a flash, "This is a meeting of the Employment Committee—NOT the Publicity!" Publicity vanished into the ether, the silvery laughter of Librarian Holden tinkling after.

But take librarian Carmody. Recently approached concerning a matter pertaining to her chairmanship, she exclaimed, first, in wide-eyed innocence her ignorance of the chair; second, the actual denial of it; and third, the accusing of someone else for holding it. It took the last two issues of the *CHAPTER BULLETIN* to convict her. Editor Fredricks wonders now if anyone reads her bulletin. Scoop. Librarian Holden has been playing Cinderella these past weeks—working by day, opera going by night—the magical transformation all accomplished by the mere opening and closing of that mysterious little satchel containing her finery. As the opera season waxed, Miss Holden waned. Miss Holden was actually seen sleeping on the opera house steps the brilliant night of Coq d'Or—well, kidding anyway. Next morning we heard her say she didn't care so much for Coq d'Or.

## CULLATIONS

Baltimoreans (who will convene the next national) recently visited the Waverly Press—with Philadelphia they held a joint meeting in May—in September another with the Washington chapter (nice to be close enough to have joint meetings)—Pittsburgh heard about medical men in art and literature and (no connection) they hope to publish a compilation of trade names in the spring—nearer home our southern neighbors hear about the tourist industry, its origin, growth and present status in southern California—they have a program-for-the-year: to learn more of the resources, needs and problems of their community—they too are working on a union list—Boston has been hearing how a newspaper artist fulfills an assignment—also visited the Harvard Museum of Comparative Zoology and its library.

### FOR MABEL R. GILLIS

Particular thanks from the Union List Committee and general appreciation from the entire chapter for the wide publicity she has given the Union List. Every County Library in the state has been told of it. Thank you, Miss Gillis.

Be assuaged, O above librarians! Even the mighty are unseated, if only for the moment. State librarian Gillis, newly arrived to honor the S.L.A. meeting here, entered the Sir Francis Drake Hotel feeling very gala. Was she heading for a last round up in the Persian Room maybe? She was greeted in the lobby by a huge banner, "WELCOME WASTE MATERIAL". It was a bit of a shock Miss Gillis frankly admitted until she found the next line—"ASSOCIATION DEALER!"

S. L. Anonyme



## MEETING

Continued from Page one

Co. library. The publicity value of reports, bulletins and abstracts in getting the services of the library before the organization was stressed by each speaker.

The second topic on the list, reading plans and lists, was handled by Miss Edith Schofeld. She gave a vivid presentation of the important place that reading plans are coming to take in the activities of the Special Library. Margaret Hatch contributed to this discussion with a very interesting description of the work done in this field at her own library.

The very extensive subject, pamphlets and miscellaneous materials, including files and filing, was handled by Miss Isabella Frost of Safeway Stores. She contributed a carefully planned paper which outlined the several methods of handling pamphlets including acquisition, cataloguing and storage and discarding, and also described in detail the procedure at her own library. Miss Dorothy Farnsworth gave a keenly interesting summary of methods used in handling pamphlet material at the Oakland Public. By the actual showing of typical pamphlets with catalog cards and folders, she gave a vivid picture of a somewhat complex procedure. Miss Jeanette Gormley was then called upon to give a description of filing procedure in use at the Standard Oil Co. library.

Miss Thelma Hoffman handled the last topic, indexing. She gave a resume of the unique and fascinating indexing system based on the Brussels classification in use at the Shell Chemical Co. library.

## DISCUSSION GROUP

The first meeting of the Bay Region Discussion group took place Wednesday evening November 16th at the College Womens Club in Berkeley. Phil Keeney, Librarian of Montana State University spoke on the topic "The Public Library: The People's University?" Mr. Keeney urges further democracy not only in the people's use of the library, but in their management of it. Quoting statistics, he showed that the average board of trustees far from representing all the economic and social levels that make up the library's public.

Citing from his own experience as head librarian, Mr. Keeney spoke also for the democratic status of staff members and the part they might play in the administration of the public library.

A question mark is appropriate after all good discussions and each evening the answer to this one remains a question mark point to some librarians. Are we, as a class, unable to take the time to give so much democracy?

## UNION CATALOG

Continued from page 1

easy telephone service between libraries, the need does not seem vital. Furthermore, the limited inter-library loan policy of many of our libraries would render such a project impractical.

However, any member interested from the standpoint of an individual library may communicate with Hazel Hunt Voth, 2408 Fulton Street, Berkeley, California.

Under the auspices of the Women's City Club, Mabel R. Gillis, Staff Librarian, spoke at the club Thursday evening, November 17th. Her subject was "Libraries Today".



# SAN FRANCISCO BAY REGION CHAPTER BULLETIN

## Special Libraries Association

Volume 9

JANUARY, 1939

Number 4

### TOWN CRIER

The *Chapter Town Crier* is such an excellent liaison bulletin that one wishes the entire membership could have it. Without further to-do your editor quotes from it here and there. Practically all Chapter Presidents answered the editor's query on what they would like the *Town Crier* to include. "All favor studying some particular topic and the majority have given Chapter Bulletins a first place." And other editors will applaud this expression of desire for advice and criticism: "Honest objectors are invited to speak. They are the salt of a society. It is only smart a little when the salt is omitted, but ..... improvements come from dissatisfaction with outmoded methods."

And I like this: "The eternal triangle for a Chapter is membership, activities and meetings.....". What does the average "lonely" (any of them in the area?) special librarian want out of meetings: "Fellowship, gained by at least one social get-together or, better still, a shorter general session to allow time for a social meeting; Familiarity with other libraries and related institutions of the locality, by conferring in different libraries; some programs on professional subjects." And of course, there should be "the type of meetings that will make the community library-conscious."

Continued on page two

### MEETING

Dinner was held at the Maison Paul on Tuesday evening January 17th. Miss Ferguson reported that no librarian has yet been appointed by the Exposition, and that the chart on current sources of principal industries and crops of California is being checked, following the preliminary work by the students at the School of Librarianship. The meeting then adjourned to the San Francisco Museum of Art at the Civic Center.

Dr. Grace McCann Morley gave a short talk on the aims and accomplishments of the museum. Its educational work is supplemented by its library of reference books and prints. Emphasis is upon contemporary art.

Though the article did not mention her by name we all knew that our Helen Bruner is the librarian of the Sutro Library so well written up in the Sunday Chronicle of January first. In the next issue the *Chapter Bulletin* will have a story about this remarkable library for itself.

A Union list of serials in 75 libraries of Southern California compiled by the Coordinating Committee of the Southern District, California Library Association is announced. Advance orders must be placed to insure publication. Please send your order to Mrs. Hazel G. Leeper, Box 64 Santa Monica. The price is five dollars.

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Microphotography continues to hold the spotlight in S.L.A. circles. "The play's the thing," said Mr. Cibella, as he presented his first drama, 'Ten nights in a microfilm library,' before an appreciative audience at Pittsburgh's November meeting. He has firmly and emphatically declined alluring offers to go on the road with his cast and props, but may be induced to waive royalties and permit his script to be presented elsewhere for the Good-of-the-Cause."

Marian C. Manley is resigning as Editor of *Special Libraries*, effective June, 1939. After five years of volunteer service, Miss Manley will be sincerely missed.

# TOWN CRIER

Continued from page one

There is much material from the interesting survey presented by Francis D. Williams last year at our joint meeting in Los Angeles,—as to the varying of programs, types of meetings, outside speakers and so forth. To the question of what proved to be the most popular meetings in individual Chapters they found "a great diversity of answers. In five cases the most popular meetings were of the symposium type on professional subjects. Three chapters found it impossible to decide.

And for a bright idea: "Boston Chapter's Chairman (of programs) inherits a notebook which contains: Membership list; b. File of the *New Bulletin*; c. List of meetings and programs from 1918 to date; d. Annual reports of the Program Chairmen; e. Correspondence."

Available in the Liaison Office Bulletin is a resume of programs from 1934. "If you want an exciting half hour run thru these."

For the coming season lots of new plans: "Three Chapters ..... have announced their programs for the entire season." ..... "Montreal issued an attractive leaflet (with the recipient's name typed conspicuously on the cover) scheduling all meetings for 1938-1939." Pittsburgh is stressing group interest "by making each of its largest Groups responsible for a meeting." And as announced in the S.F. bulletin before, "Southern California will take its members 'behind the scenes' of its leading industries."

JUST A REMINDER  
ARE YOUR DUES PAID?

## CHAPTER BULLETIN

### STANFORD

In 1894, shortly after its establishment, the Stanford Library became a United States depository, but it was not until 1919, when the new library building, that the Document Division was established. The United States documents had always been kept together, arranged by department and bureau, but the new division was in charge of certain classes, notably statistics, finance, government and agriculture. Others such as science, technology and education were left in the main stack.

The Document Room is a reading room with open stacks, and probably the most important part of our work is the reference work for the collection, which includes in addition to the federal documents and the classed documents mentioned, the set of British Parliamentary Papers of which we are very proud, and the Canadian Parliamentary Papers.

However, most of our time has to be given to keeping up with new material, writing for what we want, and recording all documentary material wherever shelved. Since the subject scope of documents is almost unlimited, we do not attempt to get the up-to-the-minute material so valuable to the typical special library (if such exists). On the other hand we can easily discard, and must anticipate future shifts of interest. The staff consists of two librarians, a part-time list and page.

Minna Stillman, Document Librarian  
Stanford University Libraries

There are four other depository libraries in Northern California; should we say at least four? Do UC, Stanford, the Library, Mechanics and S. F. Public complete the list? We hope to get further information about doc-

### EXCHANGE LIST

The San Francisco Public Library, Business Branch, offers the following in exchange until March 1st. Call Miss Levy. EXbrook 3075.

American bankers association. Public relations for banks. 1937. Study no. 4.

California. Dept. of motor vehicles. Annual statistical report, 1937.

Department of overseas trade. Economic conditions in Algeria, Tunisia, and Tripolitania, March 1935.

Similar publications for 28 other countries. Economic intelligence office. The Hague.

Economic survey of the Netherlands. 1938.

Los Angeles city directory. 1932, 1934, 1935.

Oakland city directory. 1934.

Petroleum world directory. 1934.

Securities act of 1933. Text.

Securities act of 1933. Provisions and Federal laws.

Securities exchange act of 1934 and amendments.

Sphere. Nov. 1932, Oct. 1933, Apr. 1934, Dec. 1935.

Standard rate and data service.

Business paper section, Jan. and Sept. 1937

Magazine and farm paper section, Dec 1937

Newspaper section, Dec. 1937.

Transportation association of America. Labor under the Isms. 1937.

U.S. Bureau of foreign and domestic commerce. Census of American business, 1933.

Export and import practice. 1938. (

Industrial property protection throughout the world. 1936

U.S. Bureau of labor statistics. Retail prices of food, 1923-1936.

U.S. Central statistical board. Third annual report, 1936-1937.

U.S. Federal reserve system. Data released to the press and public by the Board of governors.

U.S. Securities and exchange commission. General rules and regulations under the Public utility holding company act of 1935.

General rules and regulations under the Securities act of 1933.

Rules and regulations under the Securities exchange act of 1934 as amended to May 3, 1938.

Guide to forms. Securities act of 1938.

Guide to forms. Securities act of 1934.

The work of the Securities and exchange commission.

U.S. Treasury. Bureau of Internal revenue. Regulations 94, relating to the income tax.

Revenue act of 1936.

document libraries. The current UC extension course and microfilming in relation to public documents focus a lively interest on this subject. Editor's note.)



## SONG COLLECTION

In the November issue of the bulletin President Ferguson spoke of a library that is making a list of old songs. She refers to the Music Department of the San Francisco Public Library. Actually it is a collection of San Francisco imprints and songs about California, or in particular, San Francisco. That these songs rate high musically, can hardly be maintained even by an enthusiast. But there is no denying their historical interest and value.

Our earliest local imprint is "On Thee my Thoughts are Fondly Dwelling", music and words composed by C. G. St. Clair and published in S.F. by A. Kohler, 178 Washington street, and 276 Stockton street in 1860. Of course, there is not a dissonance in its entire thirty-two measures of sentimentality, and the tonality and rhythm are of the most conventional.

A later one of about 1870 is "The Tassels on her Boots" sung by Emilie Melville in "Ixion" as produced at the new California Theatre. It is twice autographed by the singer, once at the height of her fame "To Annie from Emilie" and then many years later for the music department.

Among the songs about California (and a local imprint besides) is one called "An Hour at the Cliff", published about 1863 by M. Gray, 613 Clay street. It is dedicated to June Foster, Proprietor of the Cliff House. It is notable for a charming print of the Cliff House and Seal Rocks. In the foreground some long skirted side-saddlers are galloping down the beach attended by an attentive squire.

Of possible use during the days of the exposition and convention gatherings are the state songs, which really were difficult to collect. First we

## EXTENSION COURSE

Elizabeth Scarf, Chairman of the Education Committee, sends in the following news of the Extension course in Public Documents.

Twenty-four students are enrolled in the Extension course in government documents which Mr. Jerome K. Wilcox of the University of California Library, is now giving under the sponsorship of the San Francisco Chamber. In addition to special librarians the class includes representatives of public, county, and university libraries. The Extension Division has also received a number of inquiries from librarians outside the state who wish to take the course by correspondence. Mr. Wilcox is devoting most of his lectures to documents of the federal government, but state documents will also be treated. Each student selects a project in the subject which interests him most. San Francisco Chamber is gratified at the success of the course and looks forward to other educational projects in the future.

The Editor tells on herself. She is now Mrs. Harry Schaff and supposes she will have to send her the usual felicitations! It happened recently.

wrote to the Chambers of Commerce in key cities and when many of them failed us we did what we should have had the wit to do in the first place and wrote the various state libraries. Eventually we got all except one or two. Aside from the official songs any song with local interest or about a city or state gets popped into the collection against an hour of need.

(Please let Miss Ferguson or the editor know of other special collections likely to be of interest during the exposition.) x



# SAN FRANCISCO BAY REGION CHAPTER BULLETIN

## Special Libraries Association

Volume 9

FEBRUARY, 1939

Number 5

### MEETING

The February meeting was held at the Robin Hood Inn in Oakland. Miss Ferguson announced that the Exposition had offered a position in the information department to a chapter member, but that the offer was rejected on account of inadequate salary. Miss Ferguson also urged members to contribute books for the April meeting, which will feature a twenty-five cent grab bag to raise funds for the National Scholarship fund.

Mr. Sydney B. Mitchell, director of the School of Librarianship and President of the California Library Association, spoke on the American Library Association. His reminiscences of past conventions were most entertaining. He mentioned the present tendency of the Association toward democratic government and decentralization.

Mr. Mitchell then spoke of the certification bill which has been presented to the California legislature and which will go to the education committee. This bill will affect librarians in public and private institutions. It will certify those now in service but raise the standards of librarians entering the profession after the enactment of the bill. Mr. Mitchell recommended the support of this bill since it will raise the standards of the library profession. A motion was carried that the chapter

Continued on page two

### RARE BOOKS

Prior to the autumn of 1931, Stanford's comparatively small collection of rare books was housed in either the Director's Office or the Stanford Room. By 1931 the need for a special room was apparent. A large reading room on the top floor of the University Library was so designated and the collection moved in. It now contains some 3200 volumes and is steadily growing.

In the field of incunabula there are 45 items, one of the most important being the work of that famous encyclopedist of the Middle Ages, Vincent de Beauvais. The Stanford copy of this compendium of all knowledge, the *Speculum Majus*, is in nine volumes with assorted contemporary bindings. There is also a leaf from the 42-line Gutenberg Bible.

In the field of typography there are some 1000 volumes, from 242 presses, largely the gift of Albert M. Bender of San Francisco and his friends. These include not only modern imprints from all over the world but works of the old masters of printing as well.

It is interesting to note that from the Aldine press first emanated the small pocket size volume which was to win such popular favor. The Stanford Library has a fine copy of the

Continued on page four

# CHAPTER BULLETIN

Published Monthly by the  
S. F. BAY REGION CHAPTER  
Special Libraries Association

JESSICA M. FREDRICKS ..... Editor  
J. BEN BRADFORD ..... Manager

## OFFICERS

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*Safeway Stores Homemakers Bureau*  
MARJORIE MADISON .... Secy-Treasurer  
*Standard Oil Company*  
MARY O. CARMODY .... Executive Board  
*Mechanics Library*

## COMMITTEE CHAIRMEN

Education ..... Elizabeth Scarf  
Membership ..... Jeanette Gormley  
Program ..... Avis Bryson  
Employment ..... Margaret Hatch  
Publicity ..... John Stump  
Duplicate Exchange .... Dorothy Farnsworth  
Union List ..... E. T. Coman, Jr.  
..... Edith Schofield  
University & College Departmental .....  
Group ..... Mrs. Jean S. Price

## MEETING

Continued from page one.

board be requested to write to the education committee urging the passage of this certification bill. Individual members are urged to write to their representatives. This should be done as early as possible.

Documents was the subject of another lively discussion. Mr. Mitchell was questioned about possible branches of the Library of Congress in the west for document service, redistribution of depository libraries, and the possibility of speeding up the publication of the California document list.

## EDITORIAL

All progressive librarians and groups will be happy over the recent crop of lively articles appearing in library journals. First and foremost is our own *Special Libraries* with three articles in the February issue on the organization of library workers. These are by Ordway Tead, Clarence H. Sherman and William P. Tucker. There are two for and one against unionization of professional workers. For understanding this vital matter nothing could be better than a study of the well written and calmly considered expressions of opinions. Our thanks to Editor Manley for presenting the subject in this symposium form.

Following them is Florence Fuller's "The Need for a 'United Front'", subtitled Notes on Professional Standards and Salaries. Miss Fuller is vice chairman of the SLA committee on Professional Standards. This article is closely linked to the other three paragraphs on economic conditions. Especially suggestive are her closing paragraphs. I list here the six books she recommends as making "an honest effort to show us conditions as they exist today: Rich Land, Poor Land. Stuart Chase; Deserts on the March. Paul B. Sears; Why Keep Them Alive. Paul De Krom; False Security. Bernard Reis; I Live in America. Granville Hicks; America's 60 Families. Ferdinand Lundberg.

Then there is the famous BILL OF RIGHTS adopted by the Des Moines Library Board of Trustees, published in both ALA and Wilson Bulletins. It is a landmark and, hopefully, a history-making document.

An unusual article that is certainly right down Avenue SLA is R. R. Munn's on Organized Labor and Library.

Continued on page 3

## SUTRO BRANCH, STATE LIBRARY

en Bruner, Librarian

Assistance in the preparation of material was furnished by the Personal of Works Progress Administration Official Project. No. 465-03-36, A. Yedidia, Supervisor.)

The Sutro Branch of the State Library, with its valuable material, including some 90,000 volumes and 70,000 pamphlets, was for many years of little use to the City of San Francisco. Librarians and lay-people who visited the Library in the past could see that the collection contained valuable items. Some people may have heard that the Library possesses a quarto folio of Shakespeare, others may have seen an old Hebrew Manuscript on display; others have used it for certain subjects; but few people, if they knew the extent of the Library, knew the fields of learning which it could serve. The reason for this is simple enough. The Library has never been fully cataloged, nor has an adequate statement of the extent and value of this collection ever been made. This is due to the fact that the State Library has had insufficient facilities for carrying out such a task.

A WPA Project has been set up in the Sutro Branch, the purpose of which is to make the material in this collection more accessible. The primary concentration points of the project, at the present time, consist of work being done on the Hebrew and the Spanish material in the collection.

There are some 150 Hebrew Manuscripts and Scrolls in the Hebrew collection, with dates ranging from the 15th to the 19th century. This collection represents material in various fields, such as religion, Theology, Philosophy and general literature. A

scientific catalog of these manuscripts is being prepared by the project.

The Sutro Library possesses approximately 70,000 Spanish books and pamphlets, mostly of Mexican origin. The Project is preparing author or title card for this collection. At present, limitations of time and funds of the project make it impossible to plan a classified catalog for this material. Intensive bibliographical work is therefore being done in several fields, which are well represented in the Spanish collection.

A bibliography on Spanish American Law, as represented in the Sutro Library, is being compiled. So far, 500 publications of the 16, 17th and 18th centuries have been assembled. It is expected that when all the law material in Spanish is gathered, the Library will be able to offer a well-grounded collection for the study of Spanish American Law.

Another bibliography is being prepared on the War of Independence in Mexico. It is hard to estimate the number of items which the Sutro Library can offer for such a bibliography. There is a mass of political and literary material in the collection, dealing with the War of Independence. However, it is significant to point out that the Library includes 250 works by Fernandez Lizardi, known as "El Pensador."

To be concluded next month

Madam President received a request from an eastern committee asking for information as to the history of our chapter. It included this solicitous inquiry: "Are any of your charter members still alive?" Send your comments to the editor!



## RARE BOOKS

Continued from page one

first complete edition of the younger Pliny's *Epistles*, issued from the Aldine press in 1508, concerning the printing of which several controversial articles have been written.

One of California's more famous press items is Vallejo's *Comunicaciones y Exposicion* printed in Sonoma, at the Old Spanish Press, 1836-39.

A highly important item is Francis Meres' *Palladis Tamia* which has been quoted in nearly every work on Elizabethan literature and in which are to be found the first list of Shakespeare's plays and the first mention of his *Sonnets*. This little volume of similitudes was published in 1598. Until 1934 not more than eight copies of this book were known to exist and then there came to light the edition now in the possession of the Stanford Library.

The manuscript collection is not extensive but it, too, is growing. An item of interest to visitors is a huge vellum manuscript copy of the Offices of the Dead of the Roman Catholic Church dated Santiago, 1691-1705. There is a collection of Bliss Carman's manuscripts and an extensive collection of letters of Katherine Mansfield and D. H. Lawrence. There are the papers of General Shafter, manuscripts of George Sterling, Witter Bynner and Charles Warren Stoddard, the Thomas Leiper Kane Mormon papers which have been published just this year, Elisha Kane's diary written on his Arctic explorations, a Zamorano letter (Zamorano operated, in what is now California, the first printing press at Monterey), and an Albert Einstein manuscript of an address delivered in New York City.

## EDITORIAL

Continued from page two

Library in the January ALA. Munn is a member of the Adult Education Board and thinks that librarians should give more thought to serving organized labor's 8,000,000 members more of whom than you might suspect are professional workers; M. Tucker lists no less than ten unions among such groups.

And the February Wilsons publish an honest exercise in self-criticism. Marion Satterhaite Scandrett's M. Berelson's Lost Cause, referring to the latter's October story on the Myth of Library Impartiality. She too takes up the subject of unionism as a matter that must be faced, but thinks that we are still socially uneducated.

Lastly we come to Mr. Philip Keeney's paper "The People's University?" which some of us were fortunate enough to hear read by its writer and which it is not surprising to find printed in the progressive Wilson Bulletin. We remember his conclusion based on a report from the Federal Trade Commission on national wealth and income in the United States, that 87 per cent of the population has less than 10 per cent representation on library boards of trustees. The implications for lack of democracy, library control and management inherent in such figures.

Thru all these articles runs an eager current of common professional aims and interests that can be utilized for the betterment of library service.

Miss Scandrett says that "Few Individual librarians are themselves aware of social change until it is overgraphed in a book." Is that true of Special Librarians?



# SAN FRANCISCO BAY REGION CHAPTER BULLETIN

## Special Libraries Association

Volume 9

APRIL, 1939

Number 6

### MARCH MEETING

The March meeting was held at Coppa's Restaurant in San Francisco. Miss Ferguson spoke of Assembly bill 68, which provides for the certification of librarians in public service institutions. It will certify those now in service but raise the standards of librarians entering the profession after enactment of the bill. Members were urged to write their assemblyman in Sacramento and to Mr. Ralph C. Ellis, chairman of the education committee. Letters to Mr. Ray Williamson, who introduced this measure, will also prove helpful. These letters should be sent at once.

Miss Ferguson announced the appointment of the nominating committee: Miss Scofield, Miss Miller, Miss Levy and Miss Hatch. Members may give their suggestions to this committee.

The chart on California industries must be ready for the Stanford Press by April fifteenth.

Mr. J. H. Quire, of the Bank of America, spoke on "Publicity and the Special Library". He enumerated the kinds of publicity stories which have

Continued on page three

### BOOK AUCTION

In accordance with the plans of the National Association to raise funds for the Student Loan Fund, the April 18th meeting of our Local Chapter will be devoted to a book auction and raffle. As six other local chapters are also having parties for this purpose in April, and as we are one of the larger chapters, it is hoped that we may make a good competitive showing, and raise a really large sum. Every member is urgently requested to lend aid in the undertaking, either by attending the meeting and participating in the auction and raffle, or by sending in a flat contribution or buying a number of raffle tickets. Remember, this is your fund, and it is up to you to see that it grows.

The book auction and raffle drawing will be held after the dinner meeting which will be at Coppa's Restaurant, 241 Pine Street, San Francisco at 6:15 P.M.

Miss Anita Crellin has agreed to tell us something about the Loan Fund. Then Miss Anita Levy will proceed as auctioneer. Members are requested to bring some book that they feel they can part with (prefer-

Continued on page two

# **BOOK AUCTION** *and* **RAFFLE**

**DRAWING TO BE HELD AT COPPA'S RESTAURANT**  
**241 Pine Street, San Francisco**  
For details see story on page one

For the benefit of the  
**STUDENT LOAN FUND**

**Get Your Tickets From**

Anita Levy

Edith Schofield

Anita Crellin

Margahet Hatch

K. Dorothy Ferguson

Marjorie Madisdn

Mrs. Mary O. Carmody

Dorothy Farnsworth

San Francisco Bay Region Chapter  
**SPECIAL LIBRARIES**  
**ASSOCIATION**

# SAN FRANCISCO BAY REGION

# CHAPTER BULLETIN

## Special Libraries Association

Time 9

May, 1939

Number 7

### MEETING

The next meeting will be Tuesday, May 16th at the Victoria Hotel, Bush Street, Stockton. Dinner at 6:15. The cost is 85 cents.

This is a business meeting and your attendance is very important. There must be a quorum present in order to conduct business, including the election of officers.

This meeting is our annual business meeting, taking, our inventory; we pause to find out what have we done, what have we left undone, and what is completed. This meeting is also our last chance to prepare for the session in June with our co-workers from the south, so please attend. We promise as hilarious a gathering as our April Book Fair, but we can make you an interesting one. We want all of you with all your ideas to make the June meeting a success, and help us greet our A.L.A. visitors who will soon be in session here. So come, come all.

For reservations call: Jeanette Gormley, Standard Oil Company Library, Room 7700 or Dorothy Farnsworth, Public Library, Two Oaks

### BOOK DRIVE

The Seaman's Church Institute of San Francisco announces the fifteenth annual Book Drive for the week of May 14-20 when books will be collected to replace those lost or worn out while in circulation among merchant seamen. Books contributed during the drive will be loaned to seamen on American and foreign ships, on United States Coast Guard vessels, in lighthouses, and in the Marine Hospital.

Fifty books, packed in a wooden chest, comprise a ship crew library for one voyage and this library is exchangeable for another when the ship is next in San Francisco. Good fiction, books on current history, world affairs, and popular science are in great demand among the seamen; sea stories, western adventure, historical novels, and travel books are especially desired.

Volumes on seamanship, navigation, and maritime law, when presented to the Seamen's Institute, are kept in a special library at the Institute and are loaned to individual seamen who wish to spend their leisure hours at sea in study for advancement.

Contributions of books may be left

Continued on page two

## CHAPTER BULLETIN

Published Monthly by the  
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Special Libraries Association

JESSICA M. FREDRICKS ..... Editor  
J. BEN BRADFORD ..... Manager

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ISABELLA FROST ..... Vice-President  
*Safeway Stores Homemakers Bureau*

MARJORIE MADISON .... Secy-Treasurer  
*Standard Oil Company*

MARY O. CARMODY .... Executive Board  
*Mechanics Library*

## COMMITTEE CHAIRMEN

Education .....	Elizabeth Scarf
Membership .....	Jeanette Gormley
Program .....	Avis Bryson
Employment .....	Margaret Hatch
Publicity .....	John Stump
Duplicate Exchange ...	Dorothy Farnsworth
Union List .....	E. T. Coman, Jr.
	Edith Schofield
University & College Departmental .....	
Group .....	Mrs. Jean S. Price

The Music Department of the San Francisco Public Library is in possession of some old music magazines: Etudes, New Music Review, Pacific Coast Musical Review, Musical America, Musical Quarterly. The list would be too long to insert here but an inquiry through HE 2121, Local 49 will give detailed information.

## NOMINATIONS

The Nominating Committee submitted the following candidates for office for the coming year:

*President:* Margaret Hatch  
Metropolitan Life Insurance Corp.  
*Vice-President and Editor:* Jeanet  
Gormley

Standard Oil Company of California  
Secretary-Treasurer: Avis R. Bryson  
Board of Fire Underwriters of  
Pacific

*Executive Board Member:* Anit  
Crellin

Bureau of Public Administration  
University of California

Anita F.  
Margaret M.  
Elizabeth H. F.  
Edith Schofield, Cha

## BOOK DRIVE

Continued from page one

with any Public Library or place the BIG BOOK boxes that were found in department stores during the week of the drive, or contributors telephone EXbrook 5144 and ask to have books picked up by the men's Church Institute.

The drive is under the direct Mr. J. F. Leicester who is assist Mr. Robert Rea of the San Francisco Public Library, Miss Elsie Sch representing Mr. John Boynton of the Oakland Public Library, M C. Stevenson, Jr., Mrs. Philip H son, Mrs. Grace Sutton Powell Warren F. Geldert, and Mrs. F Eloesser.



## MEETING

The April meeting was held at Copeland restaurant in San Francisco. Miss Benson announced that the next meeting would be held jointly with the American Library Association convention and said that library articles will appear in *Sunset, the Pacific Ruralist* and *California*, the magazine of the business.

Miss Anita Crellin gave a short talk on the establishment and purpose of the Special Libraries Student Loan Fund. It started in 1938 to help persons who are employed in special library work or who have experience in the field to receive library school training. There is \$141.00 in the fund, and New York chapter has pledged \$100.00. Chapters will raise funds in April. Money is to be kept in a special student account. Five hundred dollars is the maximum loan, with no interest if the loan is repaid in one year. Otherwise, the interest rate will be five per cent. Applicants must have been members of Special Libraries Association for at least one year prior to their applications, and they must maintain membership during the year they wanted the loan. The recommendation of a chapter president must accompany applications, unless the applicants are from a region without a chapter development. Provisional admission to an accredited library school must be filed with applications. The loan will be secured by a promissory note and life insurance on the loanee. Applications should be made three months prior to the time the loan is desired.

The meeting proceeded with the

## EXCHANGE LIST

The following items are offered in exchange by the Standard Oil Company Library. Call SUTter 7700.

Aircraft yearbook, 1929. Same, 1930.

American society for testing materials.

A.S.T.M. standards, 1930. Part 2, Non-metallic materials.

American society of heating and ventilating engineers guide, 1935.

Composite catalog of oil field and pipeline equipment, 1936. Same, 1938.

Felix, Edgar H. Using radio in sales promotion; a book for advertisers, station managers and broadcasting artists. 1927.

Handbook of the Canadian customs tariff and excise duties, corrected to November 15, 1932.

Hines insurance counsel. Transportation counsel. 1937.

Indian year book and who's who, 1935, 1936.

Japan-Manchoukuo yearbook, 1935. Same, 1936.

Who's who in engineering, 1922-1931. Same, 1925 and 1931.

drawing of raffle tickets for four best sellers. Miss Levy then auctioned off books which had been donated by members. The auction was both entertaining and profitable, netting \$23.50. The sale of raffle tickets brought \$44.75, making a total of \$68.25 for the student loan fund.

San Francisco chapter wishes to thank Miss Anita Crellin and the San Francisco News Company of 657 Howard Street for donating books for the raffle and the Bosqui Printing Company, 500 Sansome Street, for donating the raffle tickets.

## CONVENTION

I wish you could all see the Baltimore chapter bulletins these days. They are full of exciting preparatory news of the May conference programs historical notes on Baltimore and the surrounding country,- pictures of landmarks and other matters likely to be of interest to the visitor. It does fill one with a longing (apt to be unsatisfied for most of us) to pick up ones vanity case and GO. The few who do will have to make a mighty fine job of detailing it to the stay-at-homes. That will be a pleasant task, for who doesn't like to talk of her travels?

One of our chapter members is on the program,—Miss Laura McCardle of the Fresno Bee who is to tell the Newspaper Group "What the Newspaper Libraries in the West are doing." Naturally Miss McCardle is unable to attend local chapter meetings, but perhaps she could come once next year and tell us about the Baltimore convention.

Speaking of newspapers, according to Special Libraries (April) "The Newspaper Group is planning a handbook for those who are organizing or reorganizing newspaper libraries. Approximately twenty different librarians are engaged on chapters on various phases of the work."

Through the month of May the S.F. College for Women will display rare volumes on early history in the Pacific House at the Exposition. Among them is a pamphlet, "Our Centennial of Conception Arguello," worth \$25 a few years ago but which cannot be bought today. There are also autographs of Father Junipero Serra, Father Francisco Palou and Father Benito Cambon.

The San Francisco Bay Region Chapter of the Special Libraries Association wishes to thank



**BOSQUI PRINTING CO**

500 Sansome Street  
San Francisco, Calif.

and the

**SAN FRANCISCO  
NEWS COMPANY**

657 Howard Street  
San Francisco, Calif.



for the donations which  
made the Book Auction and Raffle of April 18th a success »

SAN FRANCISCO BAY REGION  
CHAPTER BULLETIN  
Special Libraries Association

Volume 9

JUNE, 1939

Number 8



Aerial view of San Francisco-Oakland Bay Bridge. Suspension spans  
in foreground.



## Greetings to National President

Greetings and a warm welcome to our National President, Miss Alma C. Mitchell, Librarian Public Service Corporation of New Jersey. The membership of the joint chapters appreciates this visit to the West Coast.

\* \* \*

## Greetings to the Southern California Chapter

Once a year we look forward to this gathering with our fellow research associates from Southern California, not only because we renew ties of friendship, but because since we are all in the field gathering sources of data for our research departments, we value the opportunity of talking over our mutual problems and finding out what others have collected.

Our two chapters represent together approximately one hundred libraries gathering research material on subjects widely diversified; so friendly cooperation between libraries working together on similar problems, knowing each other well enough to send an S. O. S. when in need of information, makes this pool of information more valuable for all of us.

We of the San Francisco Bay Region hope our Southern California friends will find the meeting profitable and carry back to the Southland happy memories of the magic and beauty of our Golden Gate International Exposition, which is also your Exposition.

K. DOROTHY FERGUSON,  
*President.*

\* \* \*

## PROGRAM

**Joint Meeting of the San Francisco Bay Region and Southern California Chapters  
of the Special Libraries Association**

**THURSDAY, JUNE 22, 1939**

**Luncheon — Comstock Room — Palace Hotel — 12:15**

Topic: The British-American Trade Agreement.

The British Viewpoint — Mr. Angus Fletcher, Director, British Library of Information, New York City.

The American Viewpoint — Mr. Laurence De Rycke, Official Representative, U. S. Department of State, Golden Gate International Exposition.

Effect on California Agriculture — Mr. Jesse W. Tapp, former President, Federal Surplus Commodity Corporation.

Topic: What the Special Library Means to the Business Man — a Symposium.

Miss Thelma Hoffman, Librarian, Shell Development Company Library, San Francisco.

Miss Edith Schofield, U. S. Forest Service Library, San Francisco.

Miss Josephine B. Hollingsworth, Librarian, Municipal Reference Department, Los Angeles Public Library.

Miss Helen Gladys Percey, Head Research Department, Paramount Pictures, Inc.

Topic: Special Libraries — a Layman's Ideas.

Mr. Joy Lichtenstein, Vice-President, Hartford Accident and Indemnity Company, San Francisco.

Topic: Publicizing the Work of Special Libraries.

Mr. Robert Gros, Publicity Department, Pacific Gas and Electric Company, San Francisco.

**Informal Dinner — Scottish Village — Golden Gate International Exposition — 6:30 P. M.**

To meet Miss Alma C. Mitchell, National President of the Special Libraries Association and other librarians from the East. There will be an informal discussion of topics of interest to the Association both national and local, and a talk by Professor Harrison Maxwell on the Druid Temple recently found in Glasgow, a reproduction of which we can see in the Village.

**Tickets may be obtained from:**

Mrs. Marjorie Madison, Standard Oil Co. Library, Standard Oil Building, San Francisco  
Miss Dorothy Farnsworth, Oakland Public Library, Fourteenth and Grove streets, Oakland.

**Price:**

Luncheon — \$1.50.

Dinner — \$1.00 (including admission to the Scottish Village).



## Trade Agreements

While only ten per cent of American products are exported, very often this ten per cent could cause a glut on the domestic market and seriously affect the price the producer receives for his product. In the case of cotton, lard, copper and certain manufactured items, from twenty to forty per cent production is normally exported and the foreign buyer is of primary importance to the well-being of the domestic producer.

The progressive strangulation of foreign trade by increased tariffs, currency manipulation and outright prohibition has been courageously attacked by Secretary of State Cordell Hull in his trade agreements program. He has negotiated a number of agree-

ments whereby tariffs have been reduced and restrictions removed, and duties on various items have been frozen at particular levels. By a careful balancing of concessions on the part of the United States, with demands made on other countries for compensating reductions, Mr. Hull has made an excellent start toward freer international trade.

The most complicated and important of these trade agreements is the one recently concluded with our best customer, Great Britain. This agreement not only aids us in keeping and increasing our market in that country but also is, in a measure, a symbol of a closer political relationship.

\* \* \*

## Introducing Our Speakers

### Mr. Angus Fletcher

Mr. Angus Fletcher, Director of the British Library of Information, New York City, has been of tremendous assistance to the library profession as a whole in making available the official publications of the British Government. In addition, he has been active in the Special Libraries Association and the American Library Association.

### Mr. Laurence De Rycke

After teaching at Pomona College and the University of California, Mr. De Rycke received his doctorate from the latter institution. For the past three years, he has been with the Department of State actively working on the Trade Agreements Program.

### Mr. Jesse W. Tapp

In his former capacity of president of the Federal Surplus Commodities, Mr. Tapp has been in close touch with the agricultural situation. He has recently become an officer of the Bank of America.

### Miss Thelma Hoffman

Miss Thelma Hoffman, Librarian of the Shell Development Company Library, San Francisco, has developed the research side of librarianship to an unusual degree. A trained chemist, she has built up a splendid collection in this field.

### Miss Edith Schofield

Probably no library serves a more scattered clientele than does that of the Forest Service. Miss Edith Schofield, Librarian of the U. S. Forest Service Library, San Francisco, has very capably solved the adminis-

trative problems resulting from this diversity and the wide area covered, and has assembled a notable library on the latest developments touching on forestry.

### Miss Josephine B. Hollingsworth

As librarian of the Municipal Reference Library in Los Angeles, Miss Hollingsworth has organized a collection in the field of Civic Administration which is one of the outstanding libraries of its kind in the United States. She will serve the Special Libraries Association (National) as Second Vice-President for 1939/40.

### Miss Helen Gladys Percey

Miss Helen Gladys Percey, as head of the Research Department of Paramount Pictures, Inc., represents one of the most colorful of the many diversified industries which Special Librarians serve.

### Mr. Joy Lichtenstein

Mr. Joy Lichtenstein, Vice-President of the Hartford Accident and Indemnity Company, is the unusual example of a successful librarian who has become successful in business. He was assistant librarian in the San Francisco Public Library, and has been twice president of the California Library Association, in which organization he holds membership number four.

### Mr. Robert Gros

Mr. Robert Gros, who is now with the Pacific Gas and Electric Company engaged in general publicity and advertising work, was a member of the faculty of Stanford University for two years as an instructor in Political Science and Public Speaking.

## OFFICERS

1938/39

K. Dorothy Ferguson .....*President*  
 Bank of America  
 Isabella Frost .....*Vice-President*  
 Safeway Stores Homemakers Bureau  
 Marjorie Madison .....*Secretary-Treasurer*  
 Standard Oil Company  
 Jessica M. Fredricks .....*Editor*  
 Music Department, San Francisco  
 Public Library  
 J. Ben Bradford .....*Printer*  
 Oakland Tribune Library

## Executive Board

K. Dorothy Ferguson  
 Isabella Frost  
 Marjorie Madison  
 Mary O. Carmody  
 Anita Levy

1939/40

Margaret Hatch .....*President*  
 Metropolitan Life Insurance Company  
 Jeanette Gormley .....*Vice-President*  
 Standard Oil Company *and Editor*  
 Avis Bryson .....*Secretary-Treasurer*  
 Fire Underwriters Association of  
 the Pacific

## Executive Board

Margaret Hatch  
 Jeanette Gormley  
 Avis Bryson  
 Anita Crellin  
 K. Dorothy Ferguson

\* \* \*

## LOCAL COMMITTEES

Education  
 Membership  
 Program  
 Employment  
 Publicity  
 Duplicate Exchange  
 Publications  
 University and College Departmental Group

## REPRESENTATIVES ON NATIONAL COMMITTEES

Methods  
 Student Loan Fund  
 Liaison Between Chapters  
 Employment  
 Advisory Committee  
 Microfilming

\* \* \*

CORPORATIONS, GOVERNMENT AGENCIES, RESEARCH BUREAUS AND LIBRARIES  
BELONGING TO THE SAN FRANCISCO BAY REGION CHAPTER

Bank of America  
 California Academy of Sciences  
 California Division of Fish and Game  
 California State Chamber of Commerce  
 California State Employment Service  
 California State Library  
 California State Relief Administration  
 Chemical Library Service  
 Commonwealth Club of California  
 Federal Reserve Bank of San Francisco  
 Fire Underwriters Association of the  
 Pacific  
 Fresno Bee, Fresno, Calif.  
 Mechanics' Mercantile Library  
 Metropolitan Life Insurance Company  
 Montana School of Mines, Butte, Montana  
 North American Investment Corporation  
 Oakland Public Library  
 Oakland Tribune  
 Pacific Gas and Electric Company

Pacific Guano & Fertilizer Company,  
 Honolulu  
 Pacific Telephone and Telegraph Company  
 Pan-American Airways Systems, Treasure  
 Island  
 Sacramento City Free Library — Business  
 and Municipal Department  
 Safeway Stores — Homemakers' Bureau  
 San Francisco Law Library  
 San Francisco Public Library  
 Shell Development Company  
 Shell Oil Company  
 Standard Oil Company of California  
 Stanford University Libraries  
 Technical Book Company  
 Tulare County Free Library  
 U. S. Forest Service  
 University of California  
 University of Washington — Circulation  
 Department  
 Wells Fargo Bank & Union Trust Company

"PUTTING KNOWLEDGE TO WORK"

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SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 10 OCTOBER, 1939 No.1

\*\*\*\*\*

OCTOBER MEETING

DATE: October 17, 1939 6:15 Sharp

PLACE: Ennor's Restaurant 2031 Allston Way, Berkeley \$.25

PROGRAM: Miss Annie Avalkian, Librarian of the California Forestry Experiment Station Library, will show the Association her library and explain some of the special cataloging methods she uses. Members who wish to go to the meeting and not to the dinner may meet the group at 7:30. The California Forestry Experiment Station Library is located at 2130 Center St., Berkeley.

RESERVATIONS: San Francisco: Mrs. Marjorie P. Madison  
Sutter 7700

East Bay: Mr. Edgar Hinkel  
Ashberry 9755

Please make reservations on or before Monday, October 16, 1939  
if you plan to attend the dinner.

SAN FRANCISCO BAY REGION CHAPTER OFFICERS

1939 - 1940

President.....Margaret Hatch  
Metropolitan Life Insurance Company  
Vice-President and Editor.....Jeanette Gornley  
Standard Oil Company of California  
Secretary-Treasurer.....Avis Bryson  
Fire Underwriters Association of the  
Pacific





WELCOME - COMMENDATIONS - FELICITATIONS

We welcome to Special Libraries Association the following new members:

Mrs. Patricia W. Brann  
Pineapple Products Cooperative Assn.  
215 Market St., San Francisco

Mr. William E. Junkert  
151 Melville Ave.  
Palo Alto, California

We commend the action of Miss Annie Avakian in changing from an Associate to an Active membership.

We felicitate in their new appointments the following:

MISS THELMA HOFFMAN  
Shell Development Co. Library

for her appointment as San Francisco Bay Region chapter representative of the National Science-Technology group;

MISS EDITH SCHOFIELD  
U.S. Forest Service Library

for her appointment to the Special Libraries Association Advisory Committee on Employment and her appointment to the Chair of Professional Committee of the California Library Association;

MISS ANITA F. LEVY  
S.F. Public Library, Business Branch

for her appointment as Secretary-Treasurer of the Special Libraries Association Public Business Libraries group.

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INSTITUTE OF GOVERNMENT BIBLIOGRAPHIES

Selected bibliographies with annotations have been prepared for each of the sections of the 11th Annual Institute of Government, held on the campus of the University of Southern California, June 12 to 16, 1939. Through the courtesy, and under the direction of the Southern District of the California Library Association, experienced librarians have made the selection of references relating specifically to the subjects presented at the Institute. A check-list of these bibliographies will be filed at the Mechanics Institute Library for your use.



## LIBRARIANS GO TO FISS

"Agriculture, Research and the Library," a review of the growth of agricultural research organizations, written by FISS ORPHA CUMMINGS, Librarian of Giannini Foundation of Agricultural Economics at the University of California, appeared in CALIFORNIA- MAGAZINE OF FACT AND BUSINESS, June, 1939.

"A million-dollar research laboratory for the San Francisco Bay area 'to conduct researches into and to develop new scientific, chemical, and technical uses and new and extended markets and outlets for farm commodities and by-products thereof' is named as one of four in the United States by the Secretary of Agriculture under authorization of the Agricultural Adjustment Act of 1938."

Fiss Cummings comments that "it is a far cry back to the year ... when the library in land grant colleges and universities was listed, incidentally, after farms, shops and museum collections, if, indeed, it was mentioned at all ..." Some important agricultural bibliographies are listed in the article.

For SPECIAL LIBRARIANS, July-August, 1939, Mrs. GERALDINE GRAHAM WALKER, Librarian, Pacific House Library, The Pacific Area, Treasure Island, describes Pacific House Library.

"A library of almost 7,000 volumes dealing with the places, peoples, cultures, economics, and history of our neighbors of the Pacific Basin has been assembled for the use of visitors to the Exposition ... The gathering of the books was done by Mr. Bruno Lasker who has also prepared three bibliographies on the Pacific Area."

## PROGRESSIVE LIBRARIANS COUNCIL BULLETIN

The first issue, September, 1939, of Progressive Librarians Council Bulletin, official publication of the P. L. C. has been received. The editorial policy:- "We want to acquaint our readers with both progressive and retrogressive developments in librarianship in this hemisphere."

The Progressive Librarians Council grew out of the discovery of mutual professional and social interests on the part of a group of librarians who have attended the last three A. L. A. conventions. From the nucleus formed the group expanded, and in San Francisco arranged to continue the group as an effective body. Professor Keeney was elected chairman and Bertha Schuman, secretary. Address letters or material to B. Schuman, 3050 Leland Ave., Chicago.





COMMITTEE APPOINTMENTS 1939 - 1940

President Margaret Hatch has appointed the following chairmen:

PUBLIC RELATIONS COMMITTEE

Mr. Edwin T. Coman, Jr.  
Stanford University Libraries  
Graduate School of Business Library  
Stanford University, California

PROGRAM COMMITTEE

Miss Elizabeth Searf  
2446 Dana Street  
Berkeley, California

PUBLICITY COMMITTEE

Miss Carol Ruben  
1275 Broadway  
San Francisco, California

EMPLOYMENT COMMITTEE

Mrs. Nello Shelton  
California State Employment Service  
1696 Mission St.  
San Francisco, California

MEMBERSHIP COMMITTEE

Miss Dorothy Andrews  
Pan American Airways System  
Treasure Island  
San Francisco Bay

UNION LIST COMMITTEE

Miss Margaret M. Miller  
Standard Oil Co. of California  
225 Bush St.  
San Francisco, California

DUPLICATE EXCHANGE COMMITTEE

Miss Dorothy Krisher  
Shell Oil Co. Library  
100 Bush St.  
San Francisco, California

PROCEDURE MANUALS COMMITTEE

Miss Isabella M. Frost  
Homemakers' Bureau Library  
Safeway Stores, Inc.  
4th & Jackson Streets  
Oakland, California

EDUCATION COMMITTEE

Mrs. Rosa Nicol  
Standard Oil Co. of California  
225 Bush St.  
San Francisco, California

PUBLICATIONS COMMITTEE

Mrs. Marjorie P. Madison  
Standard Oil Co. of California  
225 Bush St.  
San Francisco, California

Members who accept appointments on any national Special Libraries Association committees or other library groups are asked to notify Miss Hatch of their appointments.



From our Committees:

PUBLICITY COMMITTEE

If your company or organization releases articles of general interest, for example on the history or development of the company, the Library should attempt to keep informed of such publicity. There may be an opportunity to have the work of the library described in general and business periodicals which have a wider circulation than library journals.

PUBLICATIONS COMMITTEE

All libraries, special and public, should have at least one copy of the UNION LIST OF SERIALS to locate serial holdings in this region. Individuals as well as librarians should find the chart on STATISTICS OF CALIFORNIA COMMODITIES an aid in securing statistical information. The chart analyzes 116 sources for statistical information on 84 important California commodities. To date, 105 copies of the Union List have been sold, and 51 copies of the chart.

UNION LIST OF SERIALS OF SAN FRANCISCO BAY REGION \$5.00  
Stanford University Press, 1939

STATISTICS ON CALIFORNIA COMMODITIES .52  
Special Libraries Association  
818 Merchants Exchange Building, San Francisco

\*Please do not send stamps in payment for the chart.

MEMBERSHIP COMMITTEE

Membership Report

Membership	Paid	Unpaid
Institutional	7	0
Active	29	2
Associate	55	6
	<u>91</u>	<u>8</u>

Please pay your dues promptly. Special Libraries Association is facing an unusually grave financial situation. The offices of National Headquarters, which for the past eight years have been rent free, are no longer available. The additional burden of \$690.00 a year, which is the rental item in the budget, has to be met. The only way this can be done is through prompt payment of membership dues and by increased membership. Please help by paying your dues.

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The Special Libraries Association moved its national headquarters on August 29, 1939 to 31 East Tenth Street, New York City.





### PROCEDURE MANUALS COMMITTEE

The Procedure Manuals Committee was formed to compile procedure manuals on the work of chapter officers and chairmen in order to clarify and re-define their work.

For the term 1939-1940 each officer and each committee chairman is asked to keep an informal but complete notebook on his association duties and to suggest recommendations for the work of his office. At the end of the year these notebooks will form the basis for the compilation of "standard practice" manuals for Special Libraries Association work. These written manuals, it is believed, will serve future officers and chairmen as helpful and informative guides. Miss Frost will be glad to receive suggestions and answer questions on this new project.

### EDUCATION COMMITTEE

The Education Committee would like to know how many members would attend special methods meetings, the first to be held Tuesday, November 7, three weeks after the second regular meeting of the year, and succeeding meetings to be held on Tuesday, two weeks after each regular meeting. These will be held at 7:45 or 8 o'clock at some central meeting place to be decided on later. The tentative plans are to have informal seminar meetings on the following topics: Document Cataloging; Annual Reports for Libraries; Reference; Periodical Routing.

If you would like to attend these meetings, please fill out the form below and send it to Mrs. R. Nicol, Standard Oil Company Library, 225 Bush St., San Francisco. Any suggestions for additional topics for discussion will be welcomed.

-----  
I am interested in attending the special methods meetings.

Name

Address

Telephone number

I suggest these subjects for discussion



SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER

NOVEMBER MEETING NOTICE

PLACE Paraffine Companies, Inc., Emeryville

Sixteen minutes from the S. F. Terminal, The Paraffine Companies, Inc. is conveniently located. San Franciscans take, at the Terminal, Southern Pacific Ninth Street train, no. 5, at 7:26 P.M., to the Emeryville Powell St. Station, which is one block from the plant. East Bay members may make connections with the Ninth Street Train no. 5 from East Bay points to Powell St. Station, Emeryville.

TIME Tuesday evening, November 28, 1939 at 8 o'clock. We shall be guests and courtesy to our hosts makes promptness imperative.

PROGRAM Mr. F. M. Tussing, Assistant General Superintendent of the Paraffine Companies, Inc., will address us on the research activities of his company. We shall meet Miss L. Lindahl, the Librarian, and have the opportunity of seeing the Library.

The Paraffine Companies, Inc. has pioneered in developing many products and has invented and designed much of the machinery used. 6,000 items are manufactured in this one plant.

DINNER There will be no scheduled dinner meeting but some members plan to have dinner together at 5:45 P.M. at the Fly Trap Restaurant, 73 Sutter St., S. F. All members are invited to join the group. The early dinner at 5:45 P.M. will allow time to get the 7:26 P.M. train.

RESERVATIONS If you plan to attend the meeting, please make reservations. The Paraffine Companies Inc. wishes to know how many will attend. Telephone before Friday:  
San Francisco, Miss Margaret Hatch, Metropolitan Life Insurance Co. Douglas 7000  
East Bay, Miss Isabella Frost, Safeway Stores, Inc. Higate 4711

We have been eager to have an opportunity to introduce the Special Libraries Association to industries of this region, and to learn more about the developments, the functioning, and the needs of our community industries. This meeting will give us an excellent opportunity to learn about an outstanding company. Plan to attend the meeting.

FLASH

FLASH

FLASH

A new special library has been established in San Francisco. Details will be announced at the meeting.





SAN FRANCISCO BAY REGION CHAPTER BULLETIN  
SPECIAL LIBRARIES ASSOCIATION  
JANUARY, 1940  
v. 10, no. 2

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"PUTTING KNOWLEDGE TO WORK"

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SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

volume 10

JANUARY, 1940

no. 2

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JANUARY MEETING

DATE: Tuesday, January 16, 1940 - 6:15 P.M.

PLACE: Victoria Hotel Dining Room -- Dinner \$.85  
598 Bush Street, San Francisco

PROGRAM: SHOWING RESULTS - ANNUAL REPORTS ON LIBRARY SERVICE

- 1) What records of quantity and quality of library service are kept.
- 2) How these records are kept.
- 3) How these records are presented to your management to show effectively what work the library does.

The discussion will be lead by librarians with experience in preparing annual reports. This forum will be helpful to libraries which already prepare annual reports, to new libraries that wish to prove their value to their managements, and to libraries that wish to improve their record-keeping and services.

Mr. Harry C. Bauer in the November issue of SPECIAL LIBRARIES has written "Evaluation of service in a technical library - library statistics" which discusses the unfilled requests problem in relation to statistics.

RESERVATIONS: San Francisco

Anne Burnett  
Pacific Gas & Electric Library  
245 Market Street, San Francisco. Sutter 4211

East Bay

Isabella Frost  
Home Makers' Bureau  
Fourth & Jackson Streets  
Oakland Higate 4711

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

RESEARCH REPORT

NO. 1000

REPORT

ON THE

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## SHOWING RESULTS - OUR MEMBERSHIP DRIVE

Special Libraries Association needs the immediate support of all members in the 1940 membership drive which ends March 15.

You may help this drive:

- 1) If you pay your dues promptly.
- 2) If you change from an associate to an active membership for 1940.
- 3) If you suggest the names of people who will be actively interested in belonging to Special Libraries Association.

Last fall members received from Miss Laura A. Woodward, S. L. A. vice-president and national membership chairman, a blue form card for suggesting names of prospective S. L. A. members in the United States and Canada.

These cards should be filled out and returned to Miss Woodward to be used in the membership drive.

Our chapter membership chairman, Miss Dorothy Andrews, Pan American Airways will also be glad to receive names of prospective members.

We have achieved total paid-up membership in former years so that we are certain of your cooperation in bringing in new members for this important drive.

-ooOoo-

### LIBRARY PUBLICATIONS

The California Library Association has brought out a handsome new publication, Bulletin of the California Library Association. Because of its stimulating content, its contagious enthusiasm, we salute this new publication.

For the first issue Miss Josephine Hollingsworth, second vice-president and chapter liaison officer of the Special Libraries Association, has contributed an article "Special Libraries Association and Special Librarians." Both the San Francisco Bay Region and the Southern California Chapters of Special Libraries Association congratulate Miss Hollingsworth on her review. Reprints of the article are available from Miss Avis Bryson, 818 Merchants Exchange Building, San Francisco.

Special Librarians are invited to contribute to the new Special Librarian page of the January issue of the Wilson Bulletin. Correspondence and contributions should be addressed to Mary Esther Newsome, Librarian, Suffolk University, Boston, Mass.

LIBRARY ASSOCIATION - THE ASSOCIATION

Special Library Association meets the following members of  
the Association in the following order: 1. 1. 1.

The following list of

1) If you are not a member,

2) If you are a member, you are

3) If you are a member, you are

4) If you are a member, you are

5) If you are a member, you are

6) If you are a member, you are

7) If you are a member, you are

LIBRARY ASSOCIATION

The following list of

For the first time this Association

Special Association was held in

## WELCOME NEW MEMBERS

The Officers and all the members extend the following newcomers a most cordial welcome to the San Francisco Bay Region Chapter:

### ACTIVE MEMBERS

Miss Clara Douglas  
Circulation Dept., Washington State College Library  
Pullman, Washington.

Miss Elise Hoffman  
Golden State Co., Ltd.  
425 Battery St.  
San Francisco, California

Mrs. Hildegard Millar  
Bureau of International Relations  
207 South Hall  
Berkeley, Calif.

### ASSOCIATE MEMBERS

Miss Ethel Bluman, Jr. Librarian  
Oakland Public Library  
14th and Grove Sts.  
Oakland, California

Miss Corinne Clark  
2508 Dana Street  
Berkeley, California

Miss Carol Ruth Cox  
Bureau of Public Administration  
117 Library  
University of California  
Berkeley, California

Miss Sadie Uglow  
Mechanics-Mercantile Library  
57 Post Street  
San Francisco, California

-ooOoo-

### SAN FRANCISCO BAY REGION EXECUTIVE BOARD

Miss Margaret Hatch, President  
Miss Jeanette Gormley, Vice-President and Editor  
Miss Anita M. Crellin, Executive Board Member  
Miss K. Dorothy Ferguson, Past President and  
Executive Board Member.

-ooOoc-



GENERAL INFORMATION

The following information is for the use of the person who is to be interviewed. It is not to be used for any other purpose.

PERSONAL DATA

1. Name (Last, First, Middle)  
2. Date of Birth (Month, Day, Year)  
3. Place of Birth (City, State, Country)

4. Education (High School, College, University)  
5. Occupation (Current, Past)  
6. Marital Status (Single, Married, Divorced, Widowed)

7. Religious Beliefs (Religion, Denomination)  
8. Political Beliefs (Party, Ideology)  
9. Other (Interests, Hobbies, etc.)

INTERVIEW DATA

1. Date of Interview (Month, Day, Year)  
2. Time of Interview (Hour, Minute)  
3. Place of Interview (City, State, Country)

4. Interviewer (Name, Title)  
5. Interviewee (Name, Title)  
6. Purpose of Interview (Reason for Interview)

7. Summary of Interview (Main Points)  
8. Conclusions (Findings, Recommendations)  
9. Other (Comments, Notes, etc.)

10. Date of Report (Month, Day, Year)  
11. Time of Report (Hour, Minute)  
12. Place of Report (City, State, Country)

APPENDIX A: SAMPLE INTERVIEW QUESTIONS

1. What is your name?  
2. How old are you?  
3. Where were you born?  
4. What is your occupation?  
5. What are your interests?  
6. What are your hobbies?  
7. What are your religious beliefs?  
8. What are your political beliefs?  
9. What are your other interests?  
10. What are your other hobbies?



## NEWS OF NOTE

### NEW SPECIAL LIBRARY ESTABLISHED IN SAN FRANCISCO

The Golden State Co., Ltd. has established a library for research in milk and milk products and related subjects. Miss Elise Hoffman, Librarian, reports that she is busy acquiring publications and equipping a new laboratory. The Association welcomes the Golden State Co., Ltd. and Miss Hoffman.

\*\*\*\*\*

### MR. COMAN RECEIVES TWO APPOINTMENTS

Mr. Edwin T. Coman, Jr., Librarian of the Graduate School of Business, has been appointed a member of the Special Libraries Association Nominating Committee. Mr. Coman was also named Chairman of the California Library Association Special Committee on the Distribution of California State Documents.

\*\*\*\*\*

### THANKSGIVING WEDDING

On Thanksgiving Day Miss Carol Ruben, Chairman of the Publicity Committee, became Mrs. Richard Pearce. Mrs. Pearce was Assistant Librarian at the San Francisco News prior to her marriage. Our best wishes to Mr. and Mrs. Richard Pearce.

\*\*\*\*\*

### NEW LOCATIONS FOR TWO STANDARD OIL COMPANY OF CALIFORNIA LIBRARIES

The Standard Oil Company Library has moved from the tenth floor of 225 Bush Street to the second floor of the adjoining building at 265 Bush Street. The new quarters permit a more efficient organization of the library material, because there is more space available than there was in the former location. Miss Margaret Miller, Librarian, extends a cordial invitation to members to visit the library.

The Standard Oil Company's Research and Development Library at Richmond has also moved into new offices in the recently completed Research and Development Building.

\*\*\*\*\*

In writing National Headquarters remember the new address:

Special Libraries Association  
31 East Tenth Street  
New York City

THE HISTORY OF THE UNITED STATES

The United States has a long and varied history. It is a country of many peoples, many languages, and many customs. The history of the United States is a story of growth, of struggle, and of achievement. It is a story that has shaped the world as we know it today.

CHAPTER I

THE EARLY HISTORY OF THE UNITED STATES

The early history of the United States is a story of discovery and exploration. It is a story of the first settlers, of the first wars, and of the first governments. It is a story that has shaped the nation as we know it today.

CHAPTER II

THE REVOLUTIONARY WAR

The Revolutionary War was a turning point in the history of the United States. It was a war of independence, a war for freedom, and a war for the future of the nation. It was a war that shaped the nation as we know it today.

CHAPTER III

THE WESTERN EXPANSION

The Western Expansion was a period of great growth and discovery. It was a time when the United States was expanding its territory and its influence across the continent. It was a time when the nation was shaping its future.

The Western Expansion was a period of great growth and discovery. It was a time when the United States was expanding its territory and its influence across the continent. It was a time when the nation was shaping its future.

CHAPTER IV

THE CIVIL WAR

The Civil War was a period of great struggle and sacrifice. It was a war for the future of the nation, a war for the rights of all people. It was a war that shaped the nation as we know it today.

## NOVEMBER MEETING LETTER

Dear Absent Member:

I was really sorry that you weren't able to attend the November meeting of the San Francisco Chapter of Special Libraries, and I will do my best to tell you all about it because it was extremely interesting.

We met at the Emeryville plant of the Paraffine Companies, Inc. The company started in 1883, and it manufactures asphalt, paints and lacquers, floor base covering, linoleum, and many other related products. Miss Hatch called the meeting to order, and as is our custom, suggested that each member introduce himself, giving his name and affiliation. The big news of the evening was the announcement of the opening of a new special library in San Francisco, in the Golden State Co., Ltd. Miss Elise Hoffman has been appointed librarian.

Miss Hatch then introduced our host, Mr. Tussing, an executive of the Paraffine Companies. He gave a very interesting talk, outlining the history of the company, the physical description of the plant, the products manufactured, the labor policy of the organization, and the importance of research and research facilities in present-day business. In regard to the last point, he said that five or ten years ago a business could function without research, but that the new labor legislation of the last few years, and the necessity of keeping abreast of new technological developments that may save a company thousands of dollars, had made research facilities practically imperative. There were questions and lively discussion after his talk.

After Miss Hatch had thanked Mr. Tussing for speaking to us and for the opportunity given us of visiting the plant, the official meeting was adjourned. There were quite an unusual number of masculine faces at the meeting, and it turned out that they were young men of the Paraffine Companies who were to guide us through the plant and explain all the processes. We formed small groups, each with one of the guides and began our trip through the plant. The plant is so large that we soon lost sight of the other groups. After our tour, we went to the library of the organization, where our guide answered our questions about the library.

Until the next meeting, where I hope I'll see you. As ever,

Attending Member.

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Dr. Dozier Finley, Director of Research for Paraffine Companies, will send us an article on the companies' research activities for a future bulletin.















SAN FRANCISCO BAY REGION CHAPTER BULLETIN  
SPECIAL LIBRARIES ASSOCIATION  
FEBRUARY, 1940  
v. 10, no. 3







"PUTTING KNOWLEDGE TO WORK"

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SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 10

February, 1940

Number 3

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FEBRUARY MEETING

DATE: Tuesday, February 20, 1940 6:15 P. M.

PLACE: New Tivoli Restaurant, 1438 Grant Avenue,  
Between Green and Union Streets, San Francisco  
Dinner \$.88 including tax

PROGRAM: "Sources of Industrial Relations Material" is the subject  
of the informal talk Miss Elizabeth Breid will give at  
our meeting. Miss Breid, who is the librarian of the  
Division of Industrial Relations at the Graduate School  
of Business at Stanford University, is giving us the  
opportunity of learning more about industrial relations  
from her experience with the broad collection at  
Stanford Library.  
Members are cordially invited to bring guests.

RESERVATIONS: San Francisco: Anne Burnett  
Pacific Gas & Electric Company Library  
245 Market Street, San Francisco, Sutter 4211  
  
East Bay: Isabella Frost  
Homemakers' Bureau, Safeway Stores  
Oakland, HIgate 4711

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SAN FRANCISCO BAY REGION CHAPTER OFFICERS

1939 - 1940

President	Margaret Hatch Metropolitan Life Insurance Company
Vice-President & Editor	Jeanette Gormley Standard Oil Company of California
Secretary-Treasurer	Avis Bryson Fire Underwriters Association of the Pacific
Executive Board Member	Anita M. Crellin Bureau of Public Administration & Library of Economic Research University of California, Berkeley

[illegible]

MEMBERSHIP CAMPAIGN: November 15, 1939 to March 15, 1940

All S. L. A. dues are payable now to:

Special Libraries Association  
31 East 10th Street  
New York, New York

or

Miss Avis Bryson  
818 Merchants Exchange Building  
San Francisco, California

Miss Dorothy Andrews, our Membership Chairman, is making every effort to meet our new membership quota. Miss Andrews asks that we bring prospective members to the February 20th meeting. She also asks that we suggest to her the names of persons who will be interested in Special Libraries Association. March 15, the end of the campaign draws near. Act quickly.

o-o-o--NEW MEMBERS--o-o-o

We extend a cordial welcome to the following new members of the Special Libraries Association:

New Associate Members

Mrs. Edna J. Petticord  
Metropolitan Life Insurance Company  
San Francisco

Miss June L. Gribble  
Pacific Lumber Company  
San Francisco

Miss Margaret Marksbury Cheney  
San Francisco Museum of Art  
San Francisco

Miss Helen Mayden, the Business Department Librarian of the Sacramento City Library, has changed from an Associate to an Active membership.

o-o-o--SECRETARY'S REPORT--o-o-o

Associate members	-----	67
Active members	-----	34
Institutional members	-----	<u>7</u>
Total members	-----	108

California Commodity Charts sold to date ----- 72

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REPORT ON OUR JANUARY MEETING

January 16, at 6:15 P. M. Miss Hatch turned the meeting over to Miss Elizabeth Scarf, Program Chairman, who presided and introduced our five speakers: Miss Avis Bryson, Miss Edith Schofield, Miss Margaret Miller, Miss Margaret Hatch, and Miss Margaret Girdner. Each speaker described the type of annual report her library makes. The five very different kinds of reports will be described briefly.

Miss Bryson's annual report to the Fire Underwriters Association of the Pacific on the Library gives statistics on books and pamphlets circulated. Tally is kept of the number of visitors to the Library. The gifts received, the periodicals received, the total number of books and of pamphlets in the Library are reported. Besides these statistics, it is a progress report. Topics are additions to the library, means taken to improve the book collection, and the amount of binding done. Donors of gifts to the Library are formally thanked.

This report, written in essay form, and read by Miss Bryson before the annual meeting of the Association, is later printed in the Proceedings of the Fire Underwriters Association of the Pacific.

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Miss Edith Schofield, in her report on the U. S. Forest Service Library shows:

- 1) growth of the library - records are kept of all accession, both books and pamphlets.
- 2) use of the library - segregation is made by users - field men and regional office.
- 3) amount of work the library does - cataloging statistics include number of cards, typed and filed.

Questions as well as answers were presented in Miss Schofield's talk. How best can statistics on reference service of a library be kept? Merely the number of questions answered is an inadequate record of reference service. The brief discussion which followed on this subject did not present a solution to Miss Schofield's question.

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Miss Hatch, who is an ardent believer in the effectiveness of annual reports as a means of telling the management of what the library is doing, described her report. The form of annual report of the Metropolitan Life Insurance Company Library is a story of the library's activities for the year. A minimum of statistical data is presented; little stress is put on the collection as such.

The services which the library performs are described by specific examples of questions given, mentioning the name of the particular officer who asked the question. Miss Hatch feels that these examples make convincing evidence of the library's usefulness to the organization.

# THE HISTORY OF THE UNITED STATES

The history of the United States is a story of the growth of a great nation from a small colony of English settlers. It is a story of the struggle for freedom and independence, and of the development of a democratic government. The story begins with the first English settlers in 1607, and continues through the American Revolution, the Civil War, and the present day.

The first English settlers in 1607 were seeking a new home for themselves. They were tired of the crowded and often hostile conditions of Europe, and they were looking for a place where they could live in peace and freedom. They found a place on the eastern shore of Virginia, and they built a colony. The colony was small at first, but it grew rapidly. By 1620, there were over 10,000 people living in the colony.

The colony was not without its problems. The settlers often fought with the Native Americans, and they often had to fight for their lives. But the settlers were determined to stay, and they fought hard to win their freedom. In 1776, they declared their independence from Great Britain, and they became a new nation.

## THE AMERICAN REVOLUTION

The American Revolution was a war for independence. It was fought between the thirteen original colonies and Great Britain. The colonies wanted to be free from British rule, and they fought a war to win their freedom.

1. The first battle of the revolution was fought in 1775 at Lexington. The British were trying to catch the colonists by surprise, but the colonists were ready for them. The battle was a draw, but it showed that the colonists were now fighting for their own freedom.
2. The second battle of the revolution was fought in 1776 at the Battle of the Clouds. The British were trying to force the colonists to surrender, but the colonists were determined to fight. The battle was a draw, but it showed that the colonists were now fighting for their own freedom.
3. The third battle of the revolution was fought in 1777 at the Battle of the Clouds. The British were trying to force the colonists to surrender, but the colonists were determined to fight. The battle was a draw, but it showed that the colonists were now fighting for their own freedom.

The American Revolution was a war for independence. It was fought between the thirteen original colonies and Great Britain. The colonies wanted to be free from British rule, and they fought a war to win their freedom. The war ended in 1783, and the colonies became a new nation.

## THE CIVIL WAR

The Civil War was a war between the Northern states and the Southern states. It was fought over the issue of slavery. The Northern states wanted to abolish slavery, and the Southern states wanted to keep it. The war ended in 1865, and the Southern states were forced to give up slavery.

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### CHAPTER CLEANING CHORES

The Special Libraries Association Town Crier reports that a number of Chapters have the "housecleaning urge." The San Francisco Bay Region Chapter is revising its Chapter files. With the left hand we are discarding obsolete material; with our right, we are making an effort to gather any scattered material that may be of value for the central files or for the current committee files.

Miss Hatch asks that if any past committee chairmen, officers, or members have material relating to Chapter activities will they please send it to her as soon as possible. Miss Hatch and her committee will sort the material and make the Chapter file a more useful guide to S. L. A. work.

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### OTHER CHAPTER CHORES SUGGESTED BY TOWN CRIER

The S. L. A. Town Crier suggests other Chapter chores. These include besides Chapter housekeeping, a uniform system of accounts for all Chapters, and ways and means; the question of adequacy of Chapter funds is another suggestion. Miss Hollingsworth's idea, as editor of the Chapter Town Crier, is to introduce for discussion one problem such as the above in each issue of the Town Crier. Members will contribute. What would you like to have considered? Any problem or question on S. L. A. will be given attention.

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### MORE TOWN CRIER

"Promoting Public Relations Through Contacts Within the Organization," by Florence Bradley; "Selling Service to the Businessman," by Margaret Hatch; and "Invading the Trade Journals," by Caroline I. Ferris are some of the articles in the November issue of the Town Crier. If you would like to see it, Miss Hatch will lend it to you.

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### LIBRARIANS AS DEPICTED IN THE MOVIES

Miss Helen Gladys Percey writes of "Prestige of Special Librarians in Fiction and Film." Miss Percey says: "... No subject list of motion pictures could be found, and even research failed to discover more than half a dozen in which librarians were depicted. In Danger Island, there was admittedly a spinsterish type with a nasal voice; while in one of the Grouch Club series, the difficulties of procuring a library card were unflatteringly presented. Offsetting these, Paramount made No Man of Her Own in which gay Carole Lombard wearing a black taffeta apron as the sign of her profession posed on ladders a trifle more than her duties necessitated, and once Marlene Dietrich was cast as an innocent librarian.







The kinds of service given by the library are (1) the information offered by the book collection and the central library files; (2) the information from outside libraries, special and public; and (3) specific services, such as the nurses' field library and the recreational library of the company.

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An entirely different type of annual report was described by Miss Margaret Miller who showed the progress chart of the library of the Standard Oil Company of California. On a graph of dimensions 15" by 18" are plotted lines showing circulation of (1) books; (2) periodicals; (3) government publications; (4) material sent out in answer to requests for items which appear in the semi-monthly Petroleum Digest which the library prepares. This chart shows at a glance the enormous growth of the library circulation and use over a period of years. The statistics on circulation are kept by daily count of the file and the chart is brought to date at the end of the year.

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Still another type of report was outlined by Miss Margaret Girdner, Superintendent of the Bureau of Textbooks and Libraries, Public Schools, San Francisco. School librarians will for the first time this year make annual reports on their libraries. It is Miss Girdner's purpose to have the annual reports compiled in answer to questions which a report committee issues. The reports will give librarians an opportunity of examining their work in comparison with the work of other school librarians and will give the school principal a picture of what the school librarian is doing.

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#### HOW CAN BULLETIN BE OF MORE USE TO MEMBERS

At the last executive board meeting your officers discussed the fact that approximately one-third of the members of the San Francisco Chapter attend monthly meetings. Out of a membership of about 100, there is an average attendance of 30 members at our meetings. We are extremely interested in knowing what kind of bulletin our non-attending members would find valuable. Distance, we know, eliminates the possibility of many of our members attending meetings, and we want to answer the questions which these members would be able to ask, if they attended our meetings. To our members in Hawaii, in Montana, in Portland, and in places in California too distant from the East Bay Region to attend meetings, we appeal. Will you tell us what the Bulletin can report to be more useful to you? Do you prefer rather complete minutes of the last meeting to other material? Would you like to ask questions of the Association and have your question answered by librarians who have the same type problem in their libraries?

Please let us know your mind. We shall try to adapt the Bulletin according to your requests.

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The kind of service given by the library is of course determined by the kind of collection and the kind of library (1) and (2) the kind of service given by the library is of course determined by the kind of collection and the kind of library (1) and (2) the kind of service given by the library is of course determined by the kind of collection and the kind of library (1) and (2)

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SAN FRANCISCO BAY REGION CHAPTER BULLETIN  
SPECIAL LIBRARIES ASSOCIATION  
MARCH, 1940  
v. 10, no. 4





"PUTTING KNOWLEDGE TO WORK"

SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 10

March, 1940

Number 4

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MARCH MEETING

DATE: Wednesday, March 20, 1940 6:15 P.M.

PLACE: Drake's Restaurant, 2441 Bancroft Way, Berkeley.  
Dinner \$.88 including tax.

Take College Avenue Key Train, which leaves S. F.  
Terminal at 5:29 P.M. to the end of the line. Walk  
one block west on Bancroft.

PROGRAM: MRS. HILDEGARD MILLAR, Librarian, has invited the  
Chapter to visit the Bureau of International Relations  
Library, 207 South Hall, University of California  
campus. The Library should be of special interest at  
this stage of world affairs.

RESERVATIONS:

San Francisco: Anne Burnett  
Pacific Gas & Electric Co. Library  
Sutter 4211

East Bay: Isabella Frost  
Homemakers' Bureau, Safeway Stores,  
Oakland Higate 4711

Please make reservations on or before Tuesday, March 19.

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SAN FRANCISCO BAY REGION CHAPTER OFFICERS

President	Margaret Hatch Metropolitan Life Insurance Company Library
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SPECIAL LIBRARIES IN TRADE JOURNALS

Reference and Research Library, by Agnes G. Reinero in GAS AGE February 29, 1940 p. 49, 56

Mrs. Agnes G. Reinero, Librarian of the Pacific Gas & Electric Company Library, has contributed an excellent article on the development and present activities of the P. G. & E. Library. She writes: "Our collection can be kept at a working minimum because of close cooperation with other libraries in this area ... Inter-library lending is greatly facilitated by the UNION LIST OF SERIALS IN THE SAN FRANCISCO BAY REGION and the S. L. A. chart showing current statistics on California commodities is of great value in research in economics ..."

To the wide group of readers of GAS AGE, Mrs. Reinero has described the work of her own library and has shown how S. L. A. publications and membership help in the research of the special library.

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CONVENTION NEWS

SPECIAL LIBRARIES ASSOCIATION 1940 CONVENTION

The S. L. A. convention, June 3 - 6, 1940 at Indianapolis, Indiana will be held during the week following the American Library Association annual conference in Cincinnati.

ANNUAL MEETING OF THE CALIFORNIA LIBRARY ASSOCIATION

The California Library Association will hold its convention at Long Beach, California, April 17 to 20, 1940. The plan is a Public Relations Institute to cover three phases of Public Relations: (1) within the library, (2) outside the library; and (3) with the library's sponsors.

A joint meeting of the Southern California and San Francisco Bay Regions chapters will be held Saturday afternoon, April 20. A definite program is not yet arranged but will probably fit in with the Public Relations topic as related to special libraries. If there is some other important subject of interest to the two chapters it can probably also be included.

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If you are planning to attend either the S. L. A. National Convention or the C. L. A. Convention please communicate with Miss Hatch.



HAPPENINGS AT THE FEBRUARY MEETING

At the New Tivoli Restaurant the Chapter was called to order by Miss Hatch who presented Miss Elizabeth Breid, Librarian of the Division of Industrial Relations at Stanford University.

Miss Breid told us of the resources of her  $3\frac{1}{2}$  year old library which are divided into four types of material - government, company, union, and general. The library has done an enormous amount of work in getting both company and union material by writing letters and sending out questionnaires. Company practices in vacations, wage payments, group insurance and information on many other subjects were collected in this way. Union constitutions and contracts were also collected. Newspapers and periodicals gave clues on conventions, changes in contracts and meetings and the Library followed up these activities to keep as complete a file as possible.

Two interesting collections are the agreements and arbitration proceedings and awards. The Library also receives proceedings of various personnel conferences held in various sections of the country. The clipping file of the Library is treated effectively. The clippings, day by day, are sorted according to subject matter and pasted on both sides of  $8\frac{1}{2}$  x 13 bond. These pages are brought to the Library as they are filled and very general cards made. The clippings are then filed in the back of the envelopes of the vertical file in their subject, be it company, union, or general.

Some of the files are largely in the form of clippings; for example, the steel organizing campaign and the automobile organizing campaign of the C. I. O. in 1935, 1936, and 1937. To show the bulk of these files, the Pacific Coast Waterfront Strike in 1936 has over 311 pages of clippings and the N. L. R. B. file is running a close second with almost 311 pages.

Material is not circulated but the Library is open to the public. Hours are 8 - 12 and 1 - 5 on week days and 8:30 to 12 on Saturdays. Miss Breid cordially invited any members who are interested to visit the Library.

Miss Breid, who is to be married and will make her home in New York, introduced Mrs. Kirkwood who will be Librarian of the Division of Industrial Relations.

S. L. A. members are very fortunate in having available for consultation the rich resources of the Division of Industrial Relations at Stanford University.

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NEW MEMBERS

We extend a most cordial welcome to the following new members of the San Francisco Bay Region Chapter of the Special Libraries Association:

New Associate Members

Miss Catherine E. Dompe\*  
North American Investment Corporation  
2500 Russ Building,  
San Francisco

Mrs. Esther M. Franklin  
Pacific Coast Labor Bureau  
24 California Street  
San Francisco

Miss Barbara Hudson  
Bureau of Public Administration  
117 Library Building  
University of California, Berkeley

Mrs. Frances Kehrli,  
Oakland Public Library  
Reference Dept.  
Oakland, Calif.

\*Miss Dompe is taking the place of Mrs. Julia Dow Johnson, former member, who was librarian at the North American Investment Corporation.

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NATIONAL APPOINTMENT

Miss Margaret M. Miller has been appointed to the National S.L.A. Professional Standards Committee.

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IMPORTANT NEW S. L. A. PUBLICATIONS

BUSINESS AND THE PUBLIC LIBRARY: Steps in successful cooperation is the first book to be available on a major library problem, and is another evidence of the leadership of the Association. Copies are available from

Special Libraries Association  
31 East Tenth Street  
New York, N.Y.

Business and the Public Library - Clothbound, 83 pages - Postpaid \$2.00



We are happy to publish the following description of the Library of the Paraffine Companies, Inc. The members of the Chapter very much enjoyed our meeting a few months ago at the Pabco plant and we appreciate Dr. Finley's sending us this article on the Library.

- - - -

The library of The Paraffine Companies, Inc. manufacturers of Pabco products, deals with manufacturing in several fields. The technical literature in some of these fields is extensive; in others there appear only references in periodical literature, in specifications and in patents. In no case is the field so well covered as are such industries as steel, petroleum, electrical engineering, railroading and the like.

As a consequence, Pabco's library must put minor stress on printed texts and must give almost entire attention to the less fixed sources of information embraced in regular periodicals or in irregularly appearing publications. Periodical literature, manufacturers' pamphlets, etc., have great value in that they publish information in advance of its appearance in printed books.

The items of printed information other than books may be divided into:

- 1) Association or society proceedings, articles, bulletins and abstracts.
- 2) Trade publications.
- 3) Government (inclusive of State) publications (Patent Gazette, departmental periodicals and bulletins, etc.)
- 4) Manufacturers' publications (generally in the form of bulletins issued at irregular intervals.)
- 5) Specifications issued by governmental divisions or by corporations.

#### PAINT

Of our industrial fields, paint technology is best covered by texts and periodical literature. There are active associations through which the most important of the findings in paint technology are given first publicity. New raw materials and methods of using them are usually first announced through manufacturers' bulletins or through U. S. or foreign patents. Methods of test as well as many other equally important items of paint interest are published by the Scientific Section of the National Paint, Varnish and Lacquer Association. Also through the laboratory which is operated in conjunction with this Association, annual volumes are published embracing test methods, physical and chemical constants of paint raw materials. The National Bureau





of Standards and the American Society for Testing Materials publish much authoritative matter on paint testing, durability of paints, etc.

There are some fifteen periodicals published in the United States dealing specifically with paints, varnishes, lacquers and related subjects.

Manufacturers' publications -- on resins, oils and pigments for paints, varnishes and enamels -- vary from leaflets and broadsides to loose leaf books.

#### FLOOR COVERINGS

In contrast, the linoleum and felt base floor covering industries boast little in the way of literature in the form of texts or periodical publications. The "hard floor coverings" are given only incidental notice in the American Carpet and Upholstery Journal.

The oils, resins, and pigments for the "hard floor coverings" are supplied by the same manufacturers who sell to the paint, varnish and lacquer trade. But the processing of these materials differs essentially in the two fields. However, the common source of the raw materials in these industries provides considerable related literature to the linoleum and felt base floor covering manufacturer.

#### BITUMINOUS ROOFINGS, FELTS, BUILDING PAPERS

The roofing industry is old. With a claim on antiquity, it is not strange that asphaltic materials -- especially the asphalt roofings of today -- should have built up a respectable literature for themselves. Herbert Abraham gives 251 closely printed pages of bibliography and patent references on the subject of "Asphalt and Allied Substances" in his book. Most of this is applicable to asphaltic and other bituminous roofings and sheeted materials. The patent literature on the asphalt shingle is particularly extensive.

So far as periodical literature on roofing is concerned, there are two magazines published in the United States.

The felt which is used as a basis for roofing received considerable attention in the literature. Building paper, used between the walls of buildings, likewise touches on the great field of papermaking and shares some of the extensive literature of the papermaking industry.

#### CATALOGING

Society and association proceedings practically carry their own indexing. Trade periodicals frequently contain but a few



wanted items scattered through a large array of other matter. It is becoming the practice in the Paraffine Companies' library to have a technically trained abstractor search these items out and abstract them for circulation among those interested (who may on request obtain the original articles.) At the same time, copies of these abstracts are permanently cataloged on standard size cards.

Government and State publications (except the Patent Gazette) are stored in box files under the name of the department or bureau issuing them. Manufacturers' publications are kept in drawer files. Catalog cards for these are in the general dictionary catalog (author (or firm) - subject catalog) which also includes all books.

Two card catalogs are used to cover the file of some fourteen thousand copies of United States patents which relate to the Paraffine Companies' (Pabco) activities. This is supplemented, of course, by the annual bound index volumes of issued patents and trade-marks. Finally the file of the Official Gazette as issued weekly forms an additional means for locating matter which is wanted, and the Patent Office Manual of Classification is still another useful tool. At times, however, the only avenues through which patent information may be located are the Chemical Abstracts of the American Chemical Society or such other reference sources as the Bibliography of Paper Making and United States Patents on Paper Making and Related Subjects (Technical Association of Pulp and Paper Industry, 122 E. 42nd Street, New York.)

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SAN FRANCISCO BAY REGION CHAPTER  
SPECIAL LIBRARIES ASSOCIATION

APRIL MEETING NOTICE

DATE: Tuesday, April 23, 1940

PLACE: New Tivoli Restaurant, 1438 Grant Avenue  
Between Green and Union Sts., San Francisco Dinner \$.88 incl. tax.

PROGRAM: Our April Meeting is to be postponed to TUESDAY, April 23, in order to bring to the whole membership reports of the California Library Association Institute on Public Relations, April 17 to 20, and the joint meeting of the Southern California and S.F. Bay Region Chapters of the S. L. A., April 20, at Long Beach. Members attending these meetings will return prepared to report on the chief points of interest to our Chapter.

RESERVATIONS: San Francisco: Anne Burnett Sutter 4211  
East Bay: Isabella Frost Higate 4711

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JOINT MEETING RESERVATION

I wish to attend the 5th annual joint meeting of the Southern California and San Francisco Bay Region Chapters of the Special Libraries Association at the Pacific Coast Club, Long Beach, Saturday, April 20, 1940.

- 1) I wish to attend the Annual Luncheon, 12 noon. \$1.25 incl. tax.  
Guest speaker: Mr. Merle L. McGinnis Subject: "Today's Public Relations Job."
- 2) I wish to attend the Discussion Group Conferences, 2:00 - 4:30 p.m.

My first choice and second choice of conferences are:

Conference on Standards and Personnel

Question: What is a professional position under the Wages and Hours Law?

Conference on Public Relations

Question: How can the special library keep management informed about its services?

Conference on methods

Question: What methods can be used to promote the best interlibrary loan relations?

- 3) I would like to attend an informal social dinner Saturday evening to meet members of the Southern California Chapter.

NAME:

LIBRARY:

Please fill out the above reservation and mail it to Miss Hatch before April 16. If you make your decision later than the 16th please telephone Miss Hatch so that she can let the Southern Chapter know how many of our members will attend these meetings.

THE STREAMLINER SPECIAL. You may leave San Francisco Friday noon and arrive in Los Angeles at 9:40 Friday evening. Round trip fare \$11.45.



"PUTTING KNOWLEDGE TO WORK"

SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 10

May, 1940

Number 4

MAY MEETING

DATE: Tuesday, May 21, 1940 6:15 P. M.

PLACE: Victoria Hotel, 598 Bush St., San Francisco  
Dinner \$.88

PROGRAM: The annual business meeting of the year will be held.  
Officers for the Chapter for the year July, 1940 to  
June, 1941 will be elected.

RESERVATIONS:

Members who plan to attend the dinner are requested  
to make reservations on or before Monday, May 20.

San Francisco: Anne Burnett Sutter 4211  
East Bay: Isabella Frost Higate 4711

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SAN FRANCISCO BAY REGION CHAPTER OFFICERS

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Fire Underwriters Association of the Pacific Library

Executive Board Member: Anita M. Crellin  
Bureau of Public Administration & Library of  
Economic Research  
University of California

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With this issue of the bulletin is enclosed the annual chapter  
directory. It will be a useful guide to the members as well as the  
libraries in this region.

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ATTEND THE ANNUAL MEETING

ATTEND THE ANNUAL MEETING





## REPORT OF THE NOMINATING COMMITTEE

The Nominating Committee of the San Francisco Bay Region Chapter of the Special Libraries Association submits the following slate for the year 1940-41.

President: Mr. Edwin T. Ceman  
Graduate School of Business Library  
Stanford University

Vice-President & Editor: Miss Elizabeth Scarf  
California Historical Society  
San Francisco

Sec-Treasurer: Miss Jeannette Hitchcock  
Keeper of Rare Books  
Stanford University Libraries  
Stanford University

Executive Board Member: Mrs. Doris Cantou  
Reference Librarian  
Mechanics Institute Library

Nominating Committee  
Elizabeth Holden  
Nello Shelton.  
Thelma Hoffman, Chairman

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## STATISTICS ON CALIFORNIA LIBRARIES

To keep statistics on California libraries as published in the October issue of News Notes of California Libraries, complete and up-to-date, Miss Mabel Gillis asks our cooperation.

Early in June, a simple card form will be sent to each of the special libraries on the mailing list. Please fill out this form promptly. If your library does not receive a form please notify the California State Library.

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A comprehensive article "General and Salary Statistics- Public Libraries Serving More than 200,000 Population" is published in the April, 1940, issue of the American Library Association Bulletin.



### SEAMEN'S LIBRARY SERVICE

The Seamen's Church Institute of San Francisco announces the 16th annual Book Drive for the week May 12 - 13. Contributions of books may be given to your Public Library (Main or Branch) or they may be deposited in the big book boxes in the department stores. Donors may also call EXbrook 5144 and books will be called for by the Institute.

The Institute maintains a circulating library service for the crews of American and foreign merchant ships, provides a library in their headquarters for the use of seamen ashore, and supplies books for seamen patients in the U. S. Marine Hospital.

Good fiction, popular scientific works and travel books, and, especially at present, atlases and recent history and books on world affairs are desired.

### NEW MEMBERS WELCOMED

The San Francisco Bay Region Chapter of the Special Libraries Association welcomes most cordially the following new members:

#### ACTIVE MEMBERS

Miss Katherine Karpenstein  
University of California Law Library  
Berkeley, California

Miss Marion Morse  
Honolulu Academy of Arts  
900 South Beretania St.  
Honolulu, Hawaii

Mrs. Emma G. West  
McCann-Erickson, Inc.  
114 Sansome St.  
San Francisco, Calif.

Miss Dorothy Andrews, Pan American Airways, has transferred her Associate membership to an Active one.

#### ASSOCIATE MEMBERS

Mr. Raymond Dickson  
Colorado Springs Public Library  
Colorado Springs, Colorado

Mrs. Hazel D. Jacobson  
U.S. Bureau of Foreign & Domestic Commerce  
311 Customhouse  
San Francisco, Calif.

Mrs. Elinor Gold  
California State Dept. of Employment  
1025 P Street  
Sacramento, California

Miss Aileen Reilly  
Oakland Public Library  
Oakland, California

Miss Edna Worth  
Engineering Dept. Library  
University of California  
Berkeley, Calif.

Miss Gertrude Searby  
U.S. Bureau of Foreign & Domestic Commerce  
311 Customhouse, San Francisco, Calif.





"PUTTING KNOWLEDGE TO WORK"

SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 11

September, 1940

Number 1

SEPTEMBER MEETING

- DATE: Thursday, September 19, 1940. 7:15 p.m.
- PLACE: Pan American Airways Library. First floor of Administration Building, Treasure Island.
- PROGRAM: Miss Dorothy Andrews, Librarian of Pan American Airways, will show us her library and tell us about her work. At 8 o'clock, engineers will conduct us through a clipper ship in groups of 10. Pan American engineers are extending a special courtesy in offering to guide us, so let us do our part and be ON TIME WITHOUT FAIL. Please note that the meeting will be restricted to members only.
- RESERVATIONS: This will not be a dinner meeting, but in order to know how many guides will be needed, we would like to know if you are coming. Reservations must be in by Monday, September 16.
- San Francisco members call: Miss Anne Burnett.  
Sutter 4211.  
East Bay members call: Miss Isabella Frost.  
Highgate 4711.
- TRANSPORTATION: Ferries leave on the hour and every 15 minutes. Exposition busses leave East Bay points every 20 minutes. Call the East Bay Transit Company (Highgate 4127) and find out when the bus nearest you leaves.

SAN FRANCISCO BAY REGION CHAPTER OFFICERS, 1940-1941

- |                           |   |
|---------------------------|---|
| President                 | Mr. Edwin T. Coman, Jr.<br>Graduate School of Business Library<br>Stanford University |
| Vice-President and Editor | Miss Elizabeth Scarf<br>Convent of the Sacred Heart                                   |
| Secretary-Treasurer       | Miss Jeannette M. Hitchcock<br>Stanford University Libraries                          |
| Executive Board Member    | Mrs. Doris Cantou<br>Mechanics Institute Library                                      |



COMMITTEE CHAIRMAN, 1940-1941

President Edwin T. Coman has made the following appointments:

Public Relations

Mr. Marsh W. Bull  
Gaylord Bros., Inc.  
Stockton

Program

Miss Annie M. Avakian  
Calif. Forestry & Range Exp. Station  
331 Giannini Hall  
University of California, Berkeley

Publicity

Mrs. Emma G. West  
McCann-Erickson, Inc.  
114 Sansome Street

Membership

Miss Dorothy Andrews  
Pan American Airways  
Treasure Island

Employment

To be announced

Publications

Mrs. Rosa Nicol  
Standard Oil Company Library  
225 Bush Street

Union List

Miss Margaret M. Miller  
Standard Oil Company Library  
225 Bush Street

Duplicate Exchange

Miss Dorothy Krisher  
Shell Oil Company Library  
100 Bush Street

Procedure Manuals

Miss Isabella Frost  
Homemakers Bureau  
Safeway Stores  
4th & Jackson Streets  
Oakland

S. L. A. PUBLICATIONS

Reductions as high as 75% on twenty-three S. L. A. publications are now being offered to members. Price lists have been mailed to members. Send your order, with check covering cost of publications and postage to: Special Libraries Association, 31 East Tenth Street, New York, New York. This special offer lasts only to October 15.

Mr. Donald E. Cable, Chairman of the Science-Technology Group of S. L. A., announces that a revised directory of this Group will be available about the middle of September. It is priced at \$0.35 to members of S. L. A. and \$0.75 to non-members. Remittances for copies should be sent to Miss Rosemary Hanlon, Librarian of Mine Safety Appliances Co., Braddock and Meade Streets, Pittsburgh, Pennsylvania.

DID YOU KNOW

The San Francisco Directory has a list of all federal offices located in San Francisco?

Industrial Standardization for May, 1940, states that a new American Standards Association Committee is working on standards for libraries?

# THE HISTORY OF THE

REIGN OF KING CHARLES THE FIRST

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### S. L. A. NATIONAL DEFENSE COMMITTEE

Headquarters has appointed the S. L. A. National Defense Committee, composed of Eleanor Cavanaugh, Rose Vormelker, Emma Quigley, Elsie Rackstraw, and Mary Louise Alexander, Chairman. This Committee needs the help and cooperation of all of our members. At the present time it is canvassing certain special libraries to learn how their resources can be made available to the Defense Program. The Committee is cooperating with the American Library Association Committee. Not only is this a fine chance to survey special library resources, but also it gives an opportunity for publicizing the work of special librarians and may prove valuable in the founding of additional special libraries.

### NEW MEMBER

The San Francisco Bay Region Chapter of the Special Libraries Association is happy to welcome the following new active member:

Miss Edna L. Breslawsky  
Dow Chemical Company  
9 Main Street, San Francisco

### INDIANAPOLIS CONVENTION

Two of our members were present at the national convention in June.

Miss Jessica M. Fredricks reports: Initial attendance at a National Special Libraries Convention is so interesting that I regret I was unable to be present for the entire convention. As our Executive Board realized, this was not possible.

However, I was able to attend the second session on Thursday evening, June fourth. A very good discussion was held on professional cooperation in library progress.

Of great interest to me was the Wednesday morning Museum Group section. This meeting was particularly well planned. The museum group affiliations first met for a general meeting with Cynthia Griffin, of the Cincinnati Art Institute, and then split into smaller units. I enjoyed participating in the Music Libraries section chairmaned by Ethel Louise Lyman of the Music Library of Indiana University. "Music Library Problems and their Solution To-Day" was the topic, and if all problems were not completely solved, the attempt to solve them was genuine and spirited. At noon we reassembled for lunch and heard reports from all of the leaders of discussion.

The exhibition of methods and procedures from libraries all over the country was outstanding and should encourage the compilation of a manual of procedures. The music department display, which I had completed before leaving on my vacation, proved, I hope, of some interest to those in attendance.



Miss Veronica J. Sexton writes: I had the privilege of attending the 32nd annual conference of the Special Libraries Association, held at Indianapolis from June 3 to 6. The exhibits all warranted repeated visits. The American Can Company distributed free their new "Manual of Canned Foods." It is an excellent technical treatise on the subject and almost any type of library might consider it a welcome addition. Perhaps the most popular exhibit was the bulletin-board displays of the forms used in various types of special libraries. This filled a good-sized room and was always crowded.

The most brilliant address of the entire meeting was made by Miss Mary Louise Alexander on the "Undeveloped Opportunities for Special Library Service." Her ideas were straightforward and both critical and optimistic.

The Science-Technology Group had several meetings. Dr. Else L. Schulze, Librarian of Procter and Gamble Company, led a discussion group concerning the problems confronting librarians in industrial chemistry. A symposium on abstracting and indexing technical literature was led by Mr. E. J. Crane, editor of Chemical Abstracts.

A small group gathered together and formed the new Historical and Genealogical Libraries section.

Groups for the discussion of library methods were filled to capacity and many persons were disappointed by being refused admittance.

Meeting co-workers from various parts of the country whose names and accomplishments had been known for years was no small part of the benefits derived from attendance at the Conference.





"PUTTING KNOWLEDGE TO WORK"

SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 11

October, 1940

Number 2

OCTOBER MEETING

DATE Thursday, October 17, 1940. 6:15 p.m.

PLACE Victoria Hotel, 598 Bush Street, San Francisco.  
Dinner \$.85.

PROGRAM Dr. R. G. Wagenet, Director of the State Department of Employment, will be our guest. He will speak on the contributions of his department to the Defense program. Miss Margaret Hatch, Librarian of the Metropolitan Life Insurance Company, will speak on "Services of the special library within an organization as well as in its field unit."

RESERVATIONS Reservations should be in by Monday, October 14.

San Francisco: Mrs. Patricia Brann  
Pineapple Producers Cooperative  
Association  
YUkon 0060

East Bay Miss Isabella M. Frost  
Homemakers' Bureau  
Safeway Stores  
Highgate 4711

INDUSTRIAL MOBILIZATION INFORMATION

Manufacturing firms and trade associations wishing to help by immediately adapting factory facilities to national defense needs, can best obtain information on industrial mobilization from field offices of the Bureau of Foreign and Domestic Commerce. A list of army and navy procurement offices is available on request.

LIBRARIES AND NATIONAL DEFENSE PROGRAM

The A. L. A. Bulletin for September 1, 1940, states that library facilities for research related to emergency activities and war industries are widely scattered in hundreds of special libraries. Despite union catalogs, bibliographical centers and descriptions of holdings, there is no adequate center of information concerning these sources. Centralized information is weak in science, technology and the practical aspects of the social sciences. To make these resources immediately available, there should be assembled, without delay, full descriptions of subjects of primary importance in the emergency, located in all important general and special

# THE HISTORY OF THE

REPUBLIC OF THE UNITED STATES OF AMERICA

## CHAPTER I

THE FOUNDING OF THE NATION

THE FIRST SETTLEMENTS

The first settlements in the United States were made by the English in the early part of the seventeenth century. They were at first small and scattered, but as the population increased, they began to form a more compact and organized society. The first of these settlements was at Jamestown, Virginia, in 1607. It was founded by a group of Englishmen who had been sent to the New World by the Virginia Company. They were the first of many who would follow, and their settlement marked the beginning of a new chapter in the history of the United States.

THE GROWTH OF THE NATION

THE WESTWARD EXPANSION

THE DEVELOPMENT OF THE ECONOMY

THE RISE OF THE INDUSTRIAL REVOLUTION

THE CHALLENGE OF SLAVERY

THE CIVIL WAR

## CHAPTER II

THE RECONSTRUCTION PERIOD

THE GROWTH OF THE NATION

THE DEVELOPMENT OF THE ECONOMY

## CHAPTER III

THE PROGRESS OF THE NATION

THE DEVELOPMENT OF THE ECONOMY

THE CHALLENGE OF SLAVERY

THE CIVIL WAR

THE RECONSTRUCTION PERIOD

libraries. This guide to the holdings of American libraries should then be duplicated and made available to the Library of Congress and ten or twenty library and research centers in the country.

A joint committee has been created by the Library of Congress, Library Service Division of the Office of Education, the Special Libraries Association and the American Library Association to prepare such a guide. Members: Robert B. Downs, Chairman, Mary Louise Alexander, Donald E. Cable, Luther H. Evans, and F. T. Sisco. This committee is now working on a preliminary survey which will emphasize holdings of recent magazines and ephemeral material. Information on facilities for abstracting, photo-duplication, and research will also be solicited. A continuous revision and expansion of the original survey is planned.

All public, university and large reference libraries, and nearly all important business, industrial and other private libraries may be expected to make their materials and service readily available for any purpose related to national defense.

A. L. A. headquarters wants to hear from individual libraries or association officers of actual experience, problems, new demands, shifts in types of service, and recommendations regarding library implications in the program of national defense.

#### WAR AND THE PRESERVATION OF CULTURAL MATERIALS

The September 1, 1940, A. L. A. Bulletin reports that a committee, headed by the director of the Harvard University Library, has been formed to investigate the preservation of the world's cultural materials. Many manuscripts, books and documents in Europe and other countries are essential to scholarly work in the United States. Therefore, it is necessary to obtain at least one copy of important sources.

#### SEPTEMBER MEETING

The September meeting was held at Pan American Airways on Treasure Island. Miss Dorothy Andrews has organized a technical library which also has appeal to the imagination. Think of receiving requests for information from Wake, Midway, and Guam! After seeing the giant four-motored clipper ships, we can appreciate better the tremendous research necessary in this field of transportation. Miss Andrews has made excellent progress in developing library service.

#### PERSONALIA

Our chapter president, Mr. Coman, is also president of the Bay Region district of the California Library Association.

Miss Isabella M. Frost heads the C. L. A. committee, "Regional Cooperation and Professional Relations." She is also chairman of the East Bay Library Council.



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Miss Dorothy Farnsworth, of the Oakland Public Library, is now Mrs. Curtis Roberts.

Miss Jeannette M. Hitchcock is chairman of the Index Committee of the California Library Association.

Please inform our secretary of national offices held by our members in S. L.A. or A. L. A.

#### ACKNOWLEDGMENT

The editor wishes to thank Miss Corinne Clark, Mrs. Frances Kehrli and Miss Sadie Uglow for their gracious assistance in addressing Bulletin envelopes for the year.

#### CHANGE IN DUPLICATE EXCHANGE COMMITTEE CHAIRMAN

Miss Beatrice Howell has resigned as chairman of the Duplicate Exchange Committee. Send your lists and requests to:

Mariana Thurber, Librarian  
Employers Mutual Liability Insurance Company  
502 Third Street  
Wausau, Wisconsin

Miss Thurber writes: "Please send short lists, often, so that we may get out shorter and more frequent duplicate exchange lists to you."

#### S. L. A. PROCEEDINGS HIGHLIGHTS

How much does it cost to establish a new special library? See Special Libraries (Proceedings number) July-August 1940, p.250.

How long is a satisfactory abstract? Should sentences be complete, and how long should they be? Ibid., p.261.

When the title-page and index are printed separately, where should they be placed in a package of magazines to be sent to the bindery? Is it necessary to wrap periodicals without covers or those with covers that are to be bound in? Ibid., p.296.

Be sure to read Miss Mary Louise Alexander's address on "Undeveloped Opportunities for Special Libraries," the leading article in the Proceedings number of Special Libraries. Miss Alexander tells how to improve library service, and gives excellent suggestions for S. L.A. activities.

#### TIMELY TITLES

The following titles are taken from the Domestic Commerce News, issued September 6, 1940, by the local Bureau of Foreign and Domestic Commerce:



Rubber; history, production and manufacture. This new handbook on rubber, prepared by P. W. Barker of the Bureau's Leather and Rubber Division, treats all phases of the industry, including sources of supply, ports of entry, and a complete history from planting to the manufacture of the finished products. Synthetic rubber, which is rapidly becoming more important, is also discussed. World statistics are given from 1860 to the present. \$.10.

Ports of San Francisco, Oakland, Alameda, Richmond, and Upper San Francisco bay, California. Port series no.12. Revision of 1933 report. Analysis of physical features, facilities for ships, railroads, loading and unloading, statistics on waterborne foreign and domestic commerce, loading and unloading and other terminal charges. Includes maps of each port, showing locations of piers, oil bunkering facilities, special anchorages. 450 p. \$1.75.

National survey of lumber demand and supply. Stocks as of July 1, 1940, and prospective consumption for the third quarter of 1940. Free.

Domestic commerce weekly. Replaces the former publication of the Bureau, Domestic commerce. In addition to a leading article on some commodity or important phase of domestic business, the new publication will contain the following standardized departments: National defense notes, a weekly resume of activities of the advisory commission to the National Defense Council.- Digests of official news from federal agencies.- Summary of developments in the trade association field.- Resume of bills and acts in Congress and a summary of important decisions by the U. S. Supreme Court.- List of new books and reports of interest to business, issued by governmental and private sources. \$2.00 a year, \$.10 a copy.

Commodities in industry contains up-to-date, essential information on raw materials of industry. 1940 edition, \$7.50. Published by Commodity Research Bureau, Inc., 82 Beaver Street, New York City.

SAN FRANCISCO BAY REGION CHAPTER OFFICERS

President	Mr. Edwin T. Coman, Jr. Graduate School of Business Library Stanford University
Vice-President and Editor	Miss Elizabeth Scarf Pacific Union Club Library Mail address: 2446 Dana Street, Berkeley Telephone: Asbberry 6979
Secretary-Treasurer	Miss Jeannette M. Hitchcock Stanford University Libraries
Executive Board Member	Mrs. Doris Cantou Mechanics Institute Library



The first part of the report deals with the general situation of the country and the progress of the work. It is followed by a detailed account of the various projects and the results achieved. The report concludes with a summary of the work done and the prospects for the future.

The second part of the report deals with the financial situation of the country and the progress of the work. It is followed by a detailed account of the various projects and the results achieved. The report concludes with a summary of the work done and the prospects for the future.

The third part of the report deals with the social situation of the country and the progress of the work. It is followed by a detailed account of the various projects and the results achieved. The report concludes with a summary of the work done and the prospects for the future.

The fourth part of the report deals with the economic situation of the country and the progress of the work. It is followed by a detailed account of the various projects and the results achieved. The report concludes with a summary of the work done and the prospects for the future.

The fifth part of the report deals with the political situation of the country and the progress of the work. It is followed by a detailed account of the various projects and the results achieved. The report concludes with a summary of the work done and the prospects for the future.

The sixth part of the report deals with the cultural situation of the country and the progress of the work. It is followed by a detailed account of the various projects and the results achieved. The report concludes with a summary of the work done and the prospects for the future.

The seventh part of the report deals with the military situation of the country and the progress of the work. It is followed by a detailed account of the various projects and the results achieved. The report concludes with a summary of the work done and the prospects for the future.



"PUTTING KNOWLEDGE TO WORK"

SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 11

November, 1940

Number 3

NOVEMBER MEETING

DATE Thursday, November 28, 1940. 6:15 p.m.

PLACE Hotel Victoria, 598 Bush Street, San Francisco,  
Dinner \$.85.

PROGRAM PERIODICAL ROUTING METHODS will be described by Mrs.  
Marjorie P. Madison, Standard Oil Company Library;  
Miss Veronica J. Sexton, California Academy of Sciences;  
Mrs. Agnes G. Reinero, Pacific Gas & Electric Company  
Library; and Miss Isabella Frost, Homemakers' Bureau,  
Safeway Stores. Members should be ready to present  
their questions and problems.

RESERVATIONS Please make your reservations by Monday, November 25.

San Francisco members call: Mrs. Patricia Brann,  
YUkon 0060.

East Bay members call: Miss Isabella Frost,  
Highgate 4711.

METHODS EXHIBIT

The methods exhibit which was shown at the Indianapolis Convention may be seen in Room 511 of the Mechanics Library from November 25 to December 20. Ask for the key at the third floor desk. We are fortunate to have accommodations for this unusually interesting display. Don't miss it!

JANUARY MEETING

Miss Josephine B. Hollingsworth, of Los Angeles, will be our guest at the January meeting. As Miss Hollingsworth is Chapter Liaison Officer, she will, no doubt, have some interesting things to tell about S.L.A. activities. The meeting will then be given over to progress reports of the chapter committees. Chairmen please note.

NEW MEMBERS

The San Francisco Bay Region Chapter of the Special Libraries Association is happy to welcome the following new members:

Active Members

Mrs. K. Buss  
845 Lake Street  
San Francisco

Miss Leona Dooley  
Anglo California National Bank  
One Sansome Street  
San Francisco

THE UNIVERSITY OF CHICAGO  
LIBRARY

1000 S. MICHIGAN AVE. CHICAGO, ILL. 60607

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Miss Elizabeth Lindahl  
The Paraffine Companies Inc. Library  
Emeryville, California

Mrs. May J. Kirkman  
Division of Industrial Relations  
Graduate School of Business  
Stanford University

### SALE OF CALIFORNIA STATISTICAL CHART

Mr. Marsh W. Bull, Chairman of the Public Relations Committee, devised a stuffer which was inserted in all Gaylord Brothers invoices sent out in October. This stuffer, which reached nearly 400 customers of this firm, advertises the statistical chart of California commodities prepared last year by our local chapter. We are most appreciative of Gaylord Brothers' cooperation which should increase the sale of our commodities chart.

### OCTOBER MEETING

Miss Margaret Hatch, Librarian of the Metropolitan Life Insurance Company, outlined the services of the special library within an organization and its field unit.

Mr. R. G. Wagenet, Director of the State Department of Employment, spoke on the contributions of his department to the national defense program. He prefaced his remarks by telling of the work of the employment service--how it serves the individual from the time he leaves school until he is ready for an old age pension. This service entails both the finding of the right worker for each job, and the administering of the huge unemployment insurance fund. Since January 1, 1936, when the California unemployment insurance law went into effect, net collections from employers and employes have totaled \$271,915,921. Payments, which began in January, 1938, have been in excess of \$118,000,000. There is a balance credited to California on the books of the federal government of \$163,853,400.

In the field of aviation, Mr. Wagenet pointed out, we have a most striking example of how defense work is demanding thousands of skilled workers. The State Department of Employment devises and gives adaptability tests, arranges for brush-up courses for workmen, and helps select thousands of workmen for the government and private industry upon demand.

Mr. Peter Kristich, manager of the San Francisco office, supplemented his chief's talk with amusing incidents. In sending 1600 mechanics to Pearl Harbor, transportation difficulties arose. Accordingly, a large number of sailors on a warship on its way to Honolulu were beached on the mainland as the mechanics were more necessary in Hawaii at the time.

Mr. Wagenet indicated that more workers have been taken from W.P.A. for defense purposes in southern than in northern California although he did not advance any reason for this fact. Mention was made of the monthly report issued by his department which should prove helpful to librarians, as it contains statistics of placement and unemployment benefits.

Miss Alberta E. Fish, recently appointed librarian at the State Department of Employment in Sacramento, was also present at the meeting.

1. The first part of the report deals with the general situation in the country and the progress of the work of the various departments.

2. The second part of the report deals with the results of the work of the various departments.

### 3. The third part of the report deals with the results of the work of the various departments.

4. The fourth part of the report deals with the results of the work of the various departments.

### 5. The fifth part of the report deals with the results of the work of the various departments.

6. The sixth part of the report deals with the results of the work of the various departments.

7. The seventh part of the report deals with the results of the work of the various departments.

8. The eighth part of the report deals with the results of the work of the various departments.

9. The ninth part of the report deals with the results of the work of the various departments.

10. The tenth part of the report deals with the results of the work of the various departments.

11. The eleventh part of the report deals with the results of the work of the various departments.



In lighter vein, we mention the two strangers who stayed through half of our meeting before they realized that they were in the wrong room. Which goes to prove that our meetings are interesting!

#### NEW PUBLICATIONS

The National Industrial Conference Board is publishing a series of pamphlets called Studies in the economics of national defense.

Migrants, a national problem; its impact on California has been issued by the California State Chamber of Commerce (San Francisco). The price is \$.25.

#### COMMITTEE APPOINTMENTS

Mr. Edwin T. Coman announces the following appointments:

##### Employment

Miss Jeanette Gormley  
Standard Oil Company Library  
225 Bush Street  
San Francisco

##### University and College Group

Miss Katherine Karpenstein  
University of California Law Library  
Berkeley

##### Methods

Miss Beatrice Jepson  
California State Chamber of Commerce  
350 Bush Street  
San Francisco

Miss Jeannette M. Hitchcock is a member of the A.L.A. Committee on Cataloguing and Classification.

#### THE BUREAU OF INTERNATIONAL RELATIONS LIBRARY DEPARTMENT OF POLITICAL SCIENCE UNIVERSITY OF CALIFORNIA

Because the critical condition of the world today has greatly stimulated interest in foreign affairs and the foreign policy of the United States, and for the benefit of members unable to attend our meeting in the spring at the Bureau of International Relations, we invited Mrs. Hildegard Millar, the librarian, to submit the following summary of her remarks at that time:

The Bureau of International Relations Library, Department of Political Science, University of California, is primarily a reference library for students who desire to avail themselves of easy access to materials for study and research in the field of international law, international relations, and allied subjects such as international trade, propaganda, etc. The library, however, is not restricted to students only. Members of the faculty, clubs and forums, newspapers, debating teams, high school teachers, all make constant use of the library.



Materials in the library fall into the following classifications:

1. Books: Individual volumes, or sets, on various aspects of international law and relations. (Approximately 3000 volumes)
2. Reference works: Yearbooks, handbooks, directories, indexes, etc. British Yearbook of International Law; Political Handbook of the World, China Yearbook, etc.
3. League of Nations publications, including Treaty series.
4. Permanent Court of International Justice publications.
5. Periodicals: Current daily, weekly, monthly, and quarterly papers and magazines in English and French. (New York Times, Manchester Guardian, The Observer, International Conciliation, Events, American Journal of International Law, Foreign Affairs Quarterly, Pacific Affairs, L'Esprit International, L'Europe Nouvelle, etc.)
6. Pamphlet series: Publications regularly issued by various organizations and associations. (Headline books, World Affairs Pamphlets, Geneva Research Centre Bulletin, etc.)
7. Pamphlet collection: Individual pamphlets and leaflets.
8. Clipping collection: Clippings from the New York Times and Christian Science Monitor on selected topics. (Sino-Japanese conflict, Spanish Civil War, Neutrality, the present European War, etc.)
9. Map collection: Wall and hand maps, charts.

To facilitate location of materials the following catalogs are available:

1. Author, subject, and title catalog of books in the library.
2. Subject bibliography on selected topics in the field of international relations.
3. Bibliography of American foreign policy.
4. Catalog (subject and author) of the League of Nations.
5. Subject index file (material from newspapers, magazines, and pamphlets indexed each day by subject).

SAN FRANCISCO BAY REGION CHAPTER OFFICERS

President	Mr. Edwin T. Coman, Jr. Graduate School of Business Library Stanford University
Vice President and Editor	Miss Elizabeth Scarf The Pacific-Union Club Library San Francisco
Secretary-Treasurer	Miss Jeannette M. Hitchcock Stanford University ; Libraries
Executive Board Member	Mrs. Doris Cantou Mechanics Institute Library San Francisco







"PUTTING KNOWLEDGE TO WORK"

SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 11

January, 1941

Number 4

JANUARY MEETING

DATE Thursday, January 16, 1941. 6:15 p.m.

PLACE Hotel Victoria, 598 Bush Street, San Francisco.

PROGRAM Miss Josephine Hollingsworth, of Los Angeles, will be the guest speaker, having as her subject the activities of S. L. A. Officers and committee chairmen of our chapter will present very brief reports on accomplishments and plans of the year.

RESERVATIONS Please make your reservations by Wednesday, January 15.

San Francisco members call: Mrs. Patricia Brann, YUkon 0060.

East Bay members call: Miss Isabella Frost, HIGHgate 4711.

MARCH MEETING

At our March meeting, Miss Della J. Sisler of the School of Librarianship will discuss subject headings. If you have any special problems, please send them to Mrs. Rosa Nicol at the Standard Oil Company Library, or to Miss Anne Avakian at the California Forest & Range Experiment Station so that they may be presented to Miss Sisler before the meeting. Questions should be in by the end of February.

CORRECTION

Unfortunately, the names of two new active members were misspelled in the November Bulletin. Our apologies and a renewed welcome to:

Mrs. Johanna Buff  
845 Lake Street  
San Francisco

Miss L. E. Lindahl  
The Paraffine Companies, Inc. Library  
Emeryville, California

REQUEST FOR LABOR MATERIAL

Miss Alberta E. Fish, Librarian of the State Department of Employment, 1025 P Street, Sacramento, will be grateful if any library can supply her with copies of the following reports to complete her sets:



Adams, R. L. Seasonal labor needs for California crops. University of California, College of agriculture, Agricultural experiment station, Progress report 1-, 1936- (Contribution from the Giannini Foundation of Agricultural Economics, Mimeographed report No. 53)

No. 6. Colusa county. No. 17. Lake county. No. 28. Napa county. No. 35. San Benito county. No. 56. Ventura county. No. 58. Yuba county.

#### APPOINTMENT

Mr. Edwin T. Coman, Jr., has appointed as head of the Archives Committee, Mrs. Hildegarde Millar, Librarian, Bureau of International Relations, Berkeley.

#### PERSONALIA

Miss Dorothy Andrews, Librarian of Pan American Airways, participated in a world-wide short wave broadcast sponsored by her company on December 20. She spoke on the activities and place of the library in the Pan American Airways organization.

Miss Andrews has recently announced her engagement to Mr. Arthur Williams. Mr. Williams is connected with the Board of Fire Underwriters of the Pacific.

#### UNIVERSITY OF CALIFORNIA SCHOOL OF LIBRARIANSHIP

The members of this year's class of the School of Librarianship at the University of California have been cordially invited, through their president, Mr. William Hawley Brett, to attend our January meeting.

#### NEW S. L. A. CHAPTERS

New chapters have been formed at Toronto and at Washington, D. C. Miss Adelaide R. Hasse is president of the latter.

#### RECENT TITLES

Manly, Marian C., editor. Business and the public library: steps in successful cooperation. New York, Special Libraries Association, 1940. 83p. \$2.00. This study records conclusions resulting from experiences under many conditions. Its purpose is to further experimentation. While it compasses the whole special library field, and has useful appendices and bibliographies, discussion of training is omitted.

Trade practice rules for the subscription and mail order book publishing industry. Washington, Federal trade commission, 1940. 9p. Free.

Wilcox, Jerome K., editor. Manual on the use of state publications. Chicago, American Library Association, 1940. x, 340p. \$6.00. This work, which is of composite authorship, should be useful not only to librarians but also to social workers accountants, budgetary and finance





officers, public health officials, and students of criminology. Most of the chapters were written in 1938. Those on bibliographical aids and basic state publications will be most useful to librarians. The chapter on collected documents fails to indicate what such sets should include, how they should be grouped, bound, indexed, numbered and the volumes lettered. "Exchange and distribution" omits stating that members of state legislatures can most quickly supply documents, and that many state libraries, such as the New York Public Library, are document distributors.

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"PUTTING KNOWLEDGE TO WORK"

SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 11

February, 1941

Number 5

FEBRUARY MEETING

Date Thursday, February 20, 1941. 6:15 p.m.

PLACE Marconi Restaurant, 241 Pine Street, between Sansome and Battery Streets, San Francisco. Price \$.75.

PROGRAM At 7:30 we shall visit the Golden State Company at 425 Battery Street. Miss Elise Hoffman, the librarian, will speak to us about her library and its service to the company. Afterwards we shall be conducted through the laboratory.

RESERVATIONS Please make your reservations by Wednesday, February 19. If you cannot attend the dinner, make a reservation for the visit only so that we can let Miss Hoffman know how many to expect.

San Francisco members call: Mrs. Patricia Brann, YUkon 0060.

East Bay members call: Miss Isabella Frost, Highgate 4711.

MARCH MEETING

If you have subject heading problems, get them ready for the March meeting. We suggest that you mail them either to Mrs. Rosa Nicol, Standard Oil Library, San Francisco, or to Miss Anne Avakian, California Forest and Range Experiment Station, Berkeley. Miss Della J. Sisler will conduct our March meeting.

NEWSPAPER GROUP

Mr. A. A. Hakel of the Oakland Tribune Library has agreed to serve as chairman of the newly formed newspaper group. Plans for organizational meetings and activities will be announced shortly.

NEW MEMBERS

San Francisco Chapter welcomes the following new members:

Miss Anne Rand  
University of Nevada Library  
Reno, Nevada

Mr. W. Lawrence Shaw, Librarian  
Western Regional Research Laboratory  
Albany, California

Miss Theda Spicer, Assistant Librarian  
Safeway Stores  
Box 660  
Oakland, California

THE UNIVERSITY OF CHICAGO  
CHICAGO, ILLINOIS

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### RURAL FIRE PROTECTION BIBLIOGRAPHY

Miss Avis Bryson, Librarian of the Board of Fire Underwriters of the Pacific, is preparing a bibliography of rural fire protection. Miss Anne Avakian of the California Forest and Range Experiment Station and Miss Edith Schofield of the United States Forest Service Library are working with Miss Bryson. The bibliography will be issued by the Board, with due credit to the compilers.

### WORLD WAR II BIBLIOGRAPHY

The library of Time Inc. compiled a bibliography on World War II which has been published in "Special Libraries" in the October and November 1940 issues. The main headings are background, international law, war and biography. This excellent bibliography should be particularly interesting to those who may be starting a "war" section in their library.

### AMONG OURSELVES

Miss K. Dorothy Ferguson, Librarian of the Bank of America, will speak at the Portola District meeting in Petaluma on February 15 on "The Library's Place in the Defense Program." Miss Ferguson is chairman of our Defense Committee.

Miss Jeannette M. Hitchcock, our chapter secretary, had an article entitled "The Hopkins Transportation Library" in the December, 1940, issue of College and Research Libraries. Miss Hitchcock also compiled "Five hundred years of five printing; a catalogue of the exhibit of rare books at the Golden Gate International Exposition in the year 1940." This is a 1940 publication of the University of California press.

### NATIONAL CONVENTION

The thirty-third annual convention of the Special Libraries Association will be held at Hartford, Connecticut, June 16 to 19. Miss Emily Coates, Librarian of the Travelers Insurance Company, is the general chairman, and Miss Mildred B. Potter, Business Branch Librarian, Hartford Public Library, is program chairman.

### JANUARY MEETING

The opening meeting of the year was held January 16, 1941, at the Hotel Victoria, San Francisco. Guest speaker was Miss Josephine Hollingsworth, known to our membership as Librarian of the Los Angeles Municipal Reference Library, Vice-President of the National Association, Chapter Liaison Officer, and editor of the "Chapter Town-Crier." Miss Hollingsworth made a special trip from Los Angeles in order to speak at the meeting.

Reports of officers and committee chairmen preceded the address of the evening, Miss Jeanette Gormley summarized the activities of the Employment Committee during the past months but was unable to report any full time placements. Miss Dorothy Krisher requests that all duplicate exchange lists be sent to her in triplicate. An increase in the chapter membership was reported by Miss Dorothy Andrews, Membership Chairman, and brief reports were delivered by the following committee chairmen: Miss Beatrice Jopson, Methods; Miss Isabella Frost, Procedure Manual; Miss Anne Avakian, Program; Mrs. Emma West, Publicity; and Miss Margaret Miller, Union List.

## THE STATE OF NEW YORK

In SENATE,  
January 15, 1901.

### REPORT OF THE

COMMISSIONERS OF THE LAND OFFICE,  
IN RESPONSE TO A RESOLUTION PASSED BY THE SENATE,  
JANUARY 10, 1899.

### ALBANY:

JOHN W. BAKER, PRINTING OFFICE,  
1899.

THE STATE OF NEW YORK,  
IN SENATE,  
January 15, 1901.

### ALBANY:

JOHN W. BAKER, PRINTING OFFICE,  
1899.

### ALBANY:

JOHN W. BAKER, PRINTING OFFICE,  
1899.

THE STATE OF NEW YORK,  
IN SENATE,  
January 15, 1901.



Mr. Coman then introduced Miss Hollingsworth who spoke on the activities of the National Association and their relation to the work of the local chapter.

Cooperation with the National Defense Program is first in the plans of the National Association this year. Special libraries everywhere have been called upon to lend their resources. A survey of such resources is now under way and questionnaires have been sent out from headquarters. The National Directory of Special Libraries is being revised with National Defense in mind.

Discussion followed concerning ways and means of cooperating with local organizations, such as local chambers of commerce, and in making available through them the resources of our local libraries. It was pointed out that available library and research facilities should form an important part of any coordinated survey of defense resources.

Miss Hollingsworth also spoke briefly on the membership activities of the Association and on the editorial policies of "Special Libraries." In discussing articles most favored in the magazine, the consensus of opinion was that articles on methods, bibliographies on special fields, and brief book reviews on professional literature were most helpful. The Public Relations Program of the National also came up for discussion. Miss Hollingsworth reported that Miss Quigley has suggested an advisory committee, of persons outstanding in the Public Relations field, to aid the Public Relations work of the Association. A discussion of the proposed "In Service Training Program" developed by the National Association brought forth the criticism that such a brief summary course could not possibly be of much professional value to the members.

Miss Hollingsworth closed with brief mention of the plans for the 1942 National Convention, and asked the support of the San Francisco membership in bringing the convention to Los Angeles.

SAN FRANCISCO BAY REGION CHAPTER OFFICERS

President	Mr. Edwin T. Coman, Jr. Graduate School of Business Library Stanford University
Vice-President and Editor	Miss Elizabeth Scarf The Pacific-Union Club Library San Francisco
Secretary-Treasurer	Miss Jeannette M. Hitchcock Stanford University Libraries
Executive Board Members	Miss Margaret Hatch Metropolitan Life Insurance Co. Library San Francisco  Mrs. Doris Cantou Mechanics Institute Library San Francisco





"PUTTING KNOWLEDGE TO WORK"

SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 11

March, 1941

Number 6

MARCH MEETING

- DATE: Thursday, March 20, 1941. 6:30 p.m.
- PLACE: DRAKE'S, 2441 Bancroft Way, Berkeley (Corner Bancroft and Union). Price \$.75. Key train "F" stops within one block of Drake's. Train leaving S. F. terminal at 5:29 reaches Bancroft and Telegraph at 6:07; train leaving at 5:49 arrives at 6:27.
- PROGRAM: After dinner, Miss Margaret McNair will speak on "Subject Headings." Miss McNair is a cataloguer at the University of California Library. Formerly, she was connected with Oregon State College and the Huntington Library.
- RESERVATIONS: Please make your reservations by Wednesday, March 19.
- San Francisco members call: Mrs. Patricia Brann, YUkon 0060.
- East Bay members call: Miss Isabella Frost, Highgate 4711.

FEBRUARY MEETING

A group of students from the School of Librarianship were welcome guests at our last meeting.

After dinner, the members adjourned to the Golden State Company's library and research laboratory as guests of Miss Elise Hoffman, librarian. Dr. Manning, research director, spoke on research work in the food industry. He discussed its value to the public in improving products and lowering costs. He touched on new developments, such as homogenous milk, and the industrial uses of by-products of milk.

Miss Hoffman then described the work of organizing her two-year-old library, explained the library procedure, routing of magazines, indexing of current material, and publication of the monthly bulletin.

The meeting concluded with a tour of Golden State Company's ten research laboratories, conducted by Dr. Manning.

DID YOU SEE

Miss K. Dorothy Ferguson's article, "The Library's Place in America's Defense Program," in the March Bulletin of the California Library Association?

PUBLISHED WEEKLY  
535 N. Dearborn Ave., Chicago 10, Ill.  
Subscription price, \$5.00 per annum in advance.  
Single copies, 15 cents.

Entered as Second-Class Matter, May 2, 1912, under Post Office No. 383, at Chicago, Ill., under special agreement of Post Office and General Delivery. Accepted for mailing at special rate of postage provided for in Act of October 3, 1917, authorized on July 16, 1918. Postage paid at Chicago, Ill., and at additional mailing offices.

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## WORLD WAR II BIBLIOGRAPHY

A bibliography entitled World War II, revised to January 1, 1941, has been reprinted from Special Libraries. Copies of the 16-page booklet may be ordered through the Special Libraries Association, 31 East Tenth Street, New York City. The price of a single copy is 25¢; 10 copies \$1.00.

## AMERICAN LIBRARY IN PARIS

The ALA Bulletin for December 1940 states that the American Library in Paris is open, lending books and cooperating to some extent in service to prisoners. There is a staff of four, headed by Miss Virginia Reeder. It is unofficially stated that no books have been removed, although some have been segregated at the request of the German authorities, to be lent under special circumstances.

The American Library in Paris was incorporated in 1920 to care for the books and periodicals sent to Europe by A.L.A. for the use of our overseas forces. The founders' purpose was to furnish a living memorial to the A.E.F. and to promote a knowledge of American history and culture.

Contributions for the upkeep of this library are being accepted by the New York Public Library.

## NEW MEMBERS

The San Francisco Bay Region Chapter of the Special Libraries Association is happy to welcome the following new members:

Active	Associate
Miss Nell Gervaise California Packing Corporation 101 California Street San Francisco, California	Miss Ora Thelen 136 Alvarado Road Berkeley, California  Mrs. Sara Alice Titus U.S. Forest Service Library 706 Market Street, Room 1028 San Francisco, California

## CONVENTIONS

The Special Libraries Association convention will be held in Hartford, Connecticut, from June 16 to 19, and the American Library Association will convene in Boston from June 19 to 25.

## NEW PUBLICATIONS

Kaplan, Flora. Nobel prize winners. 2d ed. Chicago (711 South Dearborn Street). \$2.50.

Grant, Catherine W. An explanation of the tables used in the schedules of the Library of Congress, accompanied by an historical and explanatory introduction. Columbia university, New York. School of library service. \$2.00. Mimeographed thesis.







CARNEGIE CORPORATION GRANTS

The A.L.A. Bulletin for January reports \$374,520 given during the fiscal year 1939-40 by the Carnegie Corporation for library interests. The grants are in two groups. The first shows the steadily increasing interest of librarians in the scholarly aspects of their profession. This part of the Corporation program includes grants primarily in support of scholarly publications, union catalogues, bibliographies, and of the central services rendered by the Library of Congress. Closely touching these interests are studies of microphotography. The second group of grants was made for creating and developing a service of books in Nova Scotia, Newfoundland, and West Africa.

Specific grants include: A.L.A. For a study of regional union catalogues, \$1200.. For support over a 3-year period of the Journal of documentary reproduction, \$2500. For a survey of library resources in New York City, \$2500. Stanford University will receive \$7000 for the development of the library in the School of Education. The Pacific Northwest Library Association has been granted \$35,000 for the establishment of a bibliographical center and the preparation of a union catalogue.

Grants-in-aid to students help to make up the total appropriation. Continuous grants made in other years are not included.

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SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 11

April, 1941

Number 7

APRIL MEETING

DATE Thursday, April 17, 1941. 6:15 p.m.

PLACE Diet Kitchen, Lane Medical School, corner Clay and Webster, San Francisco. Price: 77¢

PROGRAM "Industrial Health Problems" is the subject of Dr. Rodney R. Beard of the Department of Public Health and Preventive Medicine of Stanford University Medical School. Dr. Rodney will speak in the Lane Medical Library.

RESERVATIONS Please make your reservations by Tuesday, April 15.

San Francisco members call: Mrs. Patricia Brann, YUkon 0060.

East Bay members call: Miss Isabella Frost, Highgate 4711.

NEW MEMBERS

The San Francisco Bay Region Chapter of the Special Libraries Association is happy to welcome the following new members:

Associate  
Mrs. Madelaine Peckenpaugh  
Assistant Librarian  
Library Department  
Paraffine Companies, Inc.  
Emeryville

Institutional  
Fireman's Fund Insurance Co.  
401 California Street  
San Francisco

NEW FINANCIAL PUBLICATION

Do you want to bring your collection of books on consumer credit, public finance, investments, bank credit and loans, etc., up-to-date?

If so, no better source could be consulted than An annotated supplement to the 1937 edition of The Bank library, by Mary P. McLean, Librarian, American Bankers Association.

This annotated supplement gives an excellent, selected list of outstanding publications in the financial field during the past four years. Each of the books, pamphlets, reference books, periodicals and government publications which are included is discussed in a short review. Every bank and financial house should have a copy of this helpful booklet which has just been published by the Financial Group of the Special Libraries Association.

THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF CHEMISTRY  
RESEARCH REPORT NO. 1000

REPORT OF THE RESEARCH GROUP OF DR. J. H. GOLDSTEIN

1955-1956

During the year 1955-1956, the research group of Dr. J. H. Goldstein has been engaged in the study of the properties of the various types of polymers and their mixtures.

The work has been carried out in the following areas: (1) the study of the properties of the various types of polymers and their mixtures; (2) the study of the properties of the various types of polymers and their mixtures; (3) the study of the properties of the various types of polymers and their mixtures.

The work has been carried out in the following areas: (1) the study of the properties of the various types of polymers and their mixtures; (2) the study of the properties of the various types of polymers and their mixtures; (3) the study of the properties of the various types of polymers and their mixtures.

The work has been carried out in the following areas: (1) the study of the properties of the various types of polymers and their mixtures; (2) the study of the properties of the various types of polymers and their mixtures; (3) the study of the properties of the various types of polymers and their mixtures.

1957-1958

During the year 1957-1958, the research group of Dr. J. H. Goldstein has been engaged in the study of the properties of the various types of polymers and their mixtures.

The work has been carried out in the following areas: (1) the study of the properties of the various types of polymers and their mixtures; (2) the study of the properties of the various types of polymers and their mixtures; (3) the study of the properties of the various types of polymers and their mixtures.

1959-1960

During the year 1959-1960, the research group of Dr. J. H. Goldstein has been engaged in the study of the properties of the various types of polymers and their mixtures.

The work has been carried out in the following areas: (1) the study of the properties of the various types of polymers and their mixtures; (2) the study of the properties of the various types of polymers and their mixtures; (3) the study of the properties of the various types of polymers and their mixtures.

The work has been carried out in the following areas: (1) the study of the properties of the various types of polymers and their mixtures; (2) the study of the properties of the various types of polymers and their mixtures; (3) the study of the properties of the various types of polymers and their mixtures.



Copies can be obtained for 75¢ from the Secretary of the Financial Group, Miss Ruth Miller, Librarian, Central Hanover Bank and Trust Company, 70 Broadway, New York, New York.

#### DUPLICATE EXCHANGE

Miss Dorothy Krisher requests that members send her from three to five copies of their duplicate exchange lists.

#### DEFENSE COMMITTEE ACTIVITIES

Miss K. Dorothy Ferguson, chairman of the chapter Defense Committee, made the following announcement in the local papers on March 13:

"Business concerns and individuals in need of information on the handling of national defense contracts may consult a display of government and private publications at the business branch of the Public Library, Room 611, Russ Building.

"According to Anita Levy, Librarian, the display is sponsored by the Special Libraries Association, an organization which acts as a clearing house of information for business and industry through member libraries and a staff of more than 100 trained specialists.

"Information is available on such subjects as: how defense contracts can be financed; through whom and how contracts are let; what the requirements are in government purchases of supplies; how priorities will be invoked; how defense contracts may be obtained."

Miss Ferguson says that the Labor Department is very cooperative in supplying material on labor conditions and defense. Information is available as to which jobs are open and how to apply for them.

#### AMONG OURSELVES

Miss Avis Bryson, Librarian of the Fire Underwriters Association, is Pacific Coast representative of the membership committee of the Insurance Group.

Miss Bryson is also a candidate for the nominating committee of the California Library Association, San Francisco Bay District. The district will hold its annual meeting at Stanford University on April 12. President Edwin T. Coman will preside.

Miss Anita Levy, Librarian of the business branch of the San Francisco Public Library, has an article in the March Chapter Town Crier. This publication is "issued from time to time for the consideration of chapter problems." Miss Josephine B. Hollingsworth of the Los Angeles Municipal Reference Library is the editor. The March number tells how to start a chapter. It is interesting to learn that the eighteen chapters of the Special Libraries Association extend from Montreal to Washington, D. C., and from New York to Milwaukee. The two California chapters are the only ones outside that area.





### THE LIBRARY OF THE WESTERN REGIONAL RESEARCH LABORATORY

One of the newest bay region libraries is that of the Western Regional Research Laboratory of the Bureau of Agricultural Chemistry and Engineering, U. S. Department of Agriculture, located in Albany (800 Buchanan Street). Library activities and arrangements of this new U. S. Government library were very informal until the laboratory staff moved last November from their temporary quarters in Berkeley to the new building in Albany. The library is now installed in specially planned space on the first floor of the administration section of the building and is functioning more normally, although it is not yet completely furnished. Circulation of current journals to the scientists of the laboratory is well established. Serials and book-order records are now in visible files, but cataloging has not yet been completed. Library of Congress printed cards are to be the basis of most of the cataloging.

The Regional Research Laboratories were authorized by the Agricultural Adjustment Act of 1938 for the purpose of... "conducting research toward the development of new scientific, chemical, and technical uses and new and extended markets and outlets for farm commodities and products and byproducts thereof. Such research and development shall be devoted primarily to those farm commodities in which there are regular or seasonal surpluses, and their products and byproducts."

There are four of these laboratories--one at Philadelphia, Pa., another at New Orleans, La., a third at Peoria, Ill., and the fourth at Albany, California. Each has been assigned a list of agricultural commodities upon which to base its initial research program. For the Western Laboratory, these commodities are fruits, wheat, alfalfa, apples, vegetables, poultry products, and white potatoes. In general, the plan of work is to determine by means of technical investigation what can be done with these substances to create new or improved products. A discussion of the problems, past research, and projects in the field of industrial products research, as it relates to the Regional Laboratories, is presented in Senate Document No. 65 of the 76th Congress, 1st Session (Washington, Government Printing Office 1939. 429p.). (The laboratory has a few copies that may be obtained upon request by those librarians who can use the document.)

Early in the planning for the four laboratories, library facilities were considered. The scientists in charge, after consulting librarians of the Bureau and of the Department, not only set aside a choice location in the projected buildings, but also had orders placed for an initial collection of books and sets of periodicals. Thus, by the time the librarian was appointed, the basic library collection of some four hundred books and forty sets of serials were on hand or in storage. The library now receives one-hundred odd journals currently. The collection is centered principally on chemistry, but the allied sciences of physics, bacteriology and enzymology are substantially represented. The initial small collection on economics probably will be strengthened materially as work proceeds. The privilege of inter-library loans has already been of considerable benefit to the scientists of the laboratory and the laboratory's librarian indicates a willingness to reciprocate when possible.





The librarian, W. Lawrence Shaw, California '29, after five years of experience in the libraries of the United States Department of Agriculture was transferred to the staff of the new laboratory in September 1940. After a month's introductory work in the library of the Bureau in Washington, he began work in California last October 16.

SAN FRANCISCO EAY REGION CHAPTER OFFICERS

President	Mr. Edwin T. Coman, Jr. Graduate School of Business Library Stanford University
Vice-President and Editor	Miss Elizabeth Scarf The Pacific-Union Club Library San Francisco
Secretary-Treasurer	Miss Jeannette M. Hitchcock Stanford University Libraries
Executive Board Members	Miss Margaret Hatch Metropolitan Life Insurance Co. Library San Francisco
	Mrs. Doris Cantou Mechanics Institute Library San Francisco
Employment Chairman	Miss Jeanette Gormley Standard Oil Co. Library 225 Bush Street San Francisco



"PUTTING KNOWLEDGE TO WORK"

SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 11

May, 1941

Number 8

MAY MEETING

DATE Thursday, May 15, 1941. 6:15 p.m.

PLACE Hotel Victoria, 598 Bush Street. Dinner \$.75.

PROGRAM Annual business meeting, reports, election of officers.

RESERVATIONS Please make your reservations by Wednesday, May 14.

San Francisco members call: Mrs. Patricia Brann,  
YUkon 0060.

East Bay members call: Miss Isabella Frost,  
Highgate 4711.

BAY REGION REPRESENTATIVE AT HARTFORD

Our chapter will be represented at the national convention at Hartford next month by Miss Thelma Hoffman, librarian of the Shell Development Company. Miss Hoffman will respond to the address of welcome to be given by Professor Odell Shepard, Lieutenant Governor of Connecticut. The petroleum section will have Miss Hoffman as leader.

NEW ASSOCIATE MEMBER

Miss Helen Cummings  
Assistant Librarian  
Graduate School of Business  
Stanford University

NEW QUARTERS OF MONTANA SCHOOL OF MINES

Miss Guinevere E. Crouch, one of our members, has contributed the following description of her new library.

The new Library and Museum Building of Montana School of Mines fills a positive need on the campus. Built at a cost of \$200,000, it was financed in part by the Federal Public Works Administration. It provides splendid quarters for the Library, Museum, and Administrative offices, and will no doubt become a center around which the life of the school will rotate.

The library reading room occupies the first floor. It is doubtful if there is a reading room superior to this one in matters of lighting, availability of reading material, and general convenience of arrangement. The seating capacity of 100 may be increased if necessary.





Adjoining the reading room is a reading alcove furnished with comfortable leather furniture. Our general books and magazines are shelved here. The technical books are arranged around the reading room according to the Library of Congress classification. The current magazines, both technical and general, are well displayed in magazine racks.

The back files of technical journals and the government and state documents are shelved in the stacks, immediately adjoining the reading room, easily accessible to the loan desk. The stacks occupy two floors with a capacity of 45,000 volumes, almost three times our present stock. Two conference rooms are available from the stack room. Special study tables are provided in the stacks where research may be carried on with a minimum of disturbance.

The map room, which adjoins both the stacks and reading room, is unusually well equipped with specially designed steel cases for geological folios, topographic sheets and other maps. Our microfilm reading machine is also kept here.

Since our staff is unusually small, every precaution has been taken in the planning of the building to make it as compact and as convenient as possible. This, I believe, has been accomplished without any sacrifice of beauty.

#### WESTERN REGIONAL RESEARCH LABORATORY

Mr. W. Lawrence Shaw's name was inadvertently omitted last month as author of the interesting article on the Western Regional Research Laboratory. But who would know as much about the library except its librarian?

#### NATIONAL DEFENSE

In connection with the Defense Clinic of the National Association of Manufacturers held at the Palace Hotel, May 12, the Special Libraries Association had an exhibit of pamphlets and other material dealing with this subject.

#### DUES AND OVERDUES

Attention is called to the change made in Section 5, By-Laws VII, regarding Finances which was made at the annual conference last June in Indianapolis:

"Dues in arrears: The membership of any person, firm or organization whose dues shall be six months in arrears, and who shall continue such delinquency for one month after notification of same, shall automatically cease."

Send your check at once to the secretary, Miss Jeannette M. Hitchcock, Stanford University Library.



AMONG OURSELVES

Watch for an article on the organization of an aviation library by Miss Dorothy Andrews, Librarian, Pan American Airways, which is soon to appear in Special Libraries.

Miss Avis Bryson has been made national secretary of the Insurance Group for 1941-1942.

NATIONAL NOTES

Dr. Else L. Schulze is editing the "List of subject headings for chemical libraries" and Mrs. Isabelle B. Wallace is working on an "Index to patents in chemical abstracts" to be ready for publication in 1942.

The Museum Group is considering a manual for the care of manuscript material, designed for the small library lacking a person trained in manuscript technic.

The Social Science Group is sponsoring an annotated list of Social Science periodicals, compiled by a committee under the chairmanship of Isabelle Farnum, of the Social Security Library.

The nominating committee has again named Miss Laura A. Woodward for president of S.L.A. Miss Woodward is librarian of the Maryland Casualty Company at Baltimore, Maryland.

Miss Josephine B. Hollingsworth of the Municipal Reference Library at Los Angeles has been chosen for vice-president for 1941-42. Miss Hollingsworth gave a stimulating talk at our January meeting.

Mr. Herman H. Henkle, Director of the Simmons College School of Library Science (Boston) has been named as director for three years. Mr. Henkle will be remembered as librarian of the Biology Library at the University of California.

SAN FRANCISCO BAY REGION CHAPTER OFFICERS

President	Mr. Edwin T. Coman, Jr. Graduate School of Business Library Stanford University
Vice President and Editor	Miss Elizabeth Scarf The Pacific-Union Club San Francisco
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Employment Chairman	Miss Jeanette Gormley Standard Oil Company of California San Francisco



Page 1

Thomas J. Brennan

Secretary of the Board of Directors

of the City of New York

W. J. Brennan

111 West 11th Street

New York City

W. J. Brennan

111 West 11th Street

New York City

W. J. Brennan

111 West 11th Street  
New York City

W. J. Brennan

111 West 11th Street

New York City

W. J. Brennan

111 West 11th Street

New York City

W. J. Brennan



ANNOUNCEMENT

DATE:

Thursday, September 12, 1941, 6:30 p. m.

PLACE:

Sunset McCreedy, (about 15 miles from Hoover War Library),  
301 University Avenue, Palo Alto. Price 2.00.

ATTENTION:

After dinner the Association will visit the Hoover Library on War, Revolution, and Peace at Stanford University. There will be Mrs. Almond, Librarian, and members of her staff. All answer questions about the library. Only two other libraries in the world - one in France, the other in Germany - are ranked with Hoover Library in War, Revolution, and Peace as centers of research into the War. Its collection includes material from 40 countries in 17 different languages, much of which is in the form of diplomatic correspondence, official papers, government pamphlets and newspapers no longer to be found elsewhere relating to the social, economic, and political developments of various foreign countries during the period, 1914-24, in particular, and since that date. On June 20, 1941 the library moved into its new home, a magnificent building topped by a 274 foot dome in which hangs a 35-bell carrillon presented by the Belgians for Herbert Hoover's services in World War I. This visit we know will be a real treat.

OBSERVATIONS:

Please make your reservations by Monday, September 15.

San Francisco members call: Mrs. Ross Nicol, SUITE 7700.

Oakland members call: Miss Ellen J. Cornish, TWENTY 1400.

TRANSPORTATION:

Round trip fare to Palo Alto from San Francisco by Southern Pacific is \$.93. (Members who desire transportation, by automobile may call Mrs. Ross Nicol, SUITE 7700, before Monday, September 15. Schedule)

Leave San Francisco - Third St.

5:17 p.m. & every 3  
minutes until

5:45 p. m.

6:00 p.m.

6:15 p.m.

Leave Palo Alto

9:17 p.m.

10:25 p.m.

Arrive Palo Alto

5:55 a.m. & every 3  
minutes until

6:11 a.m.

6:30 p.m.

7:15 p.m.

Arrive San Francisco -  
Third St.

10:10 a.m.

11:00 p.m.



San Francisco Chapter welcomes the following new members:

Associate:

Mrs. Grace Banker Prip,  
Engineering Department,  
University of California,  
Berkeley, California.

Associate:

Miss Vera-Mae Slaughter,  
Post Office Box 179,  
San Francisco, California.

Active:

Miss Olivia Shepard,  
Portland Art Museum,  
West Park & Madison,  
Portland, Oregon.

\*\*\*\*\*  
\*  
\* CIVIL SERVICE EXAMINATION. \*  
\*  
\*

\*The Los Angeles County Civil Service Commission announces an examination for  
\*Personnel Librarian in the Library of the Civil Service Department. Require-  
\*ments: Applicant must (1) be a graduate from an accredited college or uni-  
\*versity, having majored in social science; (2) must have completed a full  
\*year's course in a library school accredited by the American Library Associa-  
\*tion; (3) must be at least 20 and not over 55 years of age. No residence  
\*requirements are necessary. Applications: Must be filed by Thursday, Septem-  
\*ber 18, and may be obtained from Los Angeles Civil Service Commission, 102 Hall  
\*of Records, Los Angeles, California. Date of examination: The examination will  
\*be given in Los Angeles on Monday, September 22.  
\*

\*\*\*\*\*  
PREVIEW OF THE COMING WESTERN REGIONAL MEETING (JOINT MEETING)  
SOUTHERN CALIFORNIA AND SAN FRANCISCO BAY REGION CHAPTERS.

This year, the joint meeting of the San Francisco Bay Region and Southern California Chapters will be held as usual in conjunction with the annual meeting of the California Library Association, which takes place at the Hotel Del Monte, from October 15th through 18th. Our meeting will be held on Saturday, October 18, 1941, and will include a luncheon and afternoon meeting, and will be termed a WESTERN REGIONAL MEETING this year, as invitations to attend are cordially extended to all S.L.A. members in the Rocky Mountain and Pacific Coast territories. The Western Regional Meeting will take the place of the October dinner meeting of the Chapter. An excellent program has been planned, including talks by Mr. W. G. Rich of the Royal-Liverpool Insurance Cos. on "Insuring and placing insurable values on your Library collection", and by Mr. X. P. Smith, Librarian of the 9th Corps Area, U. S. Army, on the work of his organization. A round table discussion on S. L. A. Conventions, 1941 and 1942, has also been planned, with the coming Convention in Los Angeles in mind.

Be sure to mark the date, October 18, 1941, on your calendar, and plan, if you like a pleasant week-end at Del Monte, or come down for the afternoon only if that is more convenient. Transportation facilities are being arranged, and members who have vacant places in their cars should communicate with Mrs. Rosa Nicol at the Standard Oil Company Library, SUTTER 7700.





NATIONAL CONVENTION - HARTFORD, CONNECTICUT.

Miss Thelma Hoffman of Shell Development Company represented the San Francisco Chapter at the National Convention held at Hartford, and presided as Chairman of the Conference Discussion Group on Petroleum. She had a grand and glorious time and has promised to tell us about it in more detail at the Joint Meeting October 18, 1941. Miss Hoffman took copies with her of the Procedure Manuals prepared by Miss Isabella Frost, Safeway Stores, Inc., which were highly praised as a "model for all Chapter Manuals" (See mention made in SPECIAL LIBRARIES, July-August issue).

VISIT OF MISS JOSEPHINE B. HOLLINGSWORTH, LIAISON OFFICER,  
TO SAN FRANCISCO.

San Francisco Chapter was delighted to have Miss Josephine B. Hollingsworth, Vice President of National, and Liaison Officer, pay us a flying visit on July 26 when a small group of members joined her at an impromptu luncheon for the discussion of plans for the 1942 National Convention, Los Angeles, next June, as well as for the Joint Meeting next month at Del Monte. Though the meeting was small because of the short notice we had of her coming, everyone seemed to be full of ideas and wishes of cooperation toward making these affairs successful.

SACRAMENTO GROUP MEETING.

An enjoyable and instructive meeting was held by the Sacramento group on May 17 under the leadership of Miss Alberta E. Fish, State Department of Employment. Invitation was extended to our President, Mr. Edwin T. Comen, to be present but as he was unable to do so, he requested Miss Avis Bryson, our President for the ensuing year, to be on hand.

Talks were given by Miss Elinor Bowman, State Social Welfare Department, in which she described the organization of this recently established library involving her special system of indexing and cataloguing the vast amount of material received on the care of the aged and blind, and delinquent children; Mr. Bill Merritt, Secretary, Division of Training, Sacramento Fire Department, regarding the Department's collection of textbooks used in training firemen; Mr. Halbert Clayton, Law Section, California State Library, relative to the store of legal documents, foreign and domestic, law textbooks, court decisions, etc., collected since the early days of California.

In conclusion, Miss Avis Bryson gave an enthusiastic and concise resume of the purposes of the Special Libraries Association, and the advantages of the tie-in with the National Chapter. A quantity of brochures and publications issued by S.L.A. were on hand as well as copies of the San Francisco Chapter's contributions - the Union List and Commodity Chart.

It is hoped that this group may soon see its way clear to the organization of a full-fledged chapter. In the meantime, we hope to have the Sacramento members at our meetings as frequently as possible.



S. L. A. PUBLICATION.

DIRECTORY OF MICROFILM SOURCES, INCLUDING PHOTOSTAT SERVICE, compiled by Ross C. Cibella, Librarian of Hall Laboratories, Inc., Pittsburgh, Pennsylvania, was recently published and is available for 75 cents per copy through the Association. It contains a list of 215 organizations having available microfilm equipment and photostat service, arranged alphabetically by name of organization, supplemented by geographical index.

PLAN PRESENTED FOR  
CENTRALIZATION OF LIBRARY SERVICE IN SAN FRANCISCO.

For the information of those who may not have attended the May 1941 meeting, we believe you will wish to know of the plan suggested by Dr. Dozier Finlay, Research Director, Paraffine Companies. In brief, this plan calls for centralization of library service in San Francisco through the cooperation of the special libraries and San Francisco Chamber of Commerce, by making available to industry on loan technical magazines received by the various San Francisco Chapter libraries. This project no doubt will come in for further discussion during the year.

IMPORTANT!

If you have not already done so, please advise Miss Avis Bryson, our President, the offices, if any, you hold with National.

PERSONALIA.

On September 1 Miss Sadie Uglow left the Mechanics' Institute Library for a position as librarian for a new library started at the Air Corps Base at Stockton, California. The library already has 1,700 processed volumes. She is using the manual prepared by Mr. X. P. Smith, Librarian of the 9th Corps Area, U. S. Army. We are very much pleased and wish to congratulate Miss Uglow.

Miss Dorothy Andrews, Pan American Airways, became Mrs. Arthur Williams in June. San Francisco Chapter wishes them much happiness.

Miss Avis Bryson, Fire Underwriters Association of the Pacific, on her trip this summer called at the Special Libraries Association headquarters in New York City. She also made a point of meeting various heads of insurance libraries as well as met Mr. Archibald MacLeish, head of the Library of Congress at Washington. She reports having had a splendid trip and found our Eastern colleagues most cordial.

Miss Edith Schofield, U. S. Forest Service, accompanied by her mother, reports having spent a wonderful vacation seeing Mexico and Guatemala via airplane.

We are happy with Mrs. Doris A. Cantou, Mechanics Institute Library, over the addition to her family on August 13th of a daughter, Suzanne Jeanne. Mrs. Cantou expects to be back at the library in the near future.

Miss Jeannette M. Hitchcock, Keeper of Rare Books, Stanford University Libraries, is on the Exhibits Committee, Commemoration Committee, in charge of Stanford University's Fiftieth Anniversary celebration.







Mr. Edwin T. Coman, Jr., Graduate School of Business Library, Stanford University, has been appointed a member of the Public Exercises Committee, and Acting Chairman of the Committee on Arrangements, Commemoration Committee, both of Stanford University.

Miss Ethel E. Emerson, Stanford University Libraries, has been elected president of the Palo Alto Chapter, Business and Professional Women's Club.

SAN FRANCISCO BAY REGION CHAPTER OFFICERS.

President	Miss Avis Bryson Fire Underwriters Assn. of the Pac. San Francisco
Vice-President and Editor	Miss Gertrude K. Searby Regional Office, United States Department of Commerce San Francisco
Secretary-Treasurer	Miss Elise Hoffman Golden State Co. Ltd. San Francisco
Executive Board Member	Mrs. Emma G. West, McCann-Erickson, Inc. San Francisco
Employment Chairman	Miss Jeannette G. Gormley Standard Oil Co. Library San Francisco



SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

OCTOBER, 1941

VOLUME 12

NUMBER 2





SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 12

October, 1941

Number 2

WESTERN REGIONAL MEETING - SPECIAL LIBRARIES ASSOCIATION

- DATE: Saturday, October 18, 1941.
- PLACE: Hotel Del Monte, Del Monte, California.
- PROGRAM: Luncheon: 12:15 p.m. Room location for luncheon and meeting to be announced on hotel bulletin board.
- Speaker: Mr. W. G. Rich, Asst. Manager, Royal-Liverpool Groups, and President, Fire Underwriters Assn. of the Pacific.
- Topic: Insuring and placing insurable value on your library collection.
- Meeting: 2:00 p.m.
- Speaker: Mr. Xenophon P. Smith, 9th Corps Area Librarian, U. S. Army.
- Topic: Army Library Service in the 9th Corps Area.
- Round table discussion: S. L. A. Conventions 1941 and 1942 - Reports and plans. Miss Emma Quigley, Presiding. Participating - Miss Thelma Hoffman, Miss Josephine Hollingsworth, Mr. W. Lawrence Shaw, Mr. Thomas S. Dabagh.
- PRICE: Luncheon: \$1.70 including tax and tip. Guests registered at the hotel will have a 50¢ cover charge made for this meal. This may be added to their bills and does not include tip.
- RESERVATIONS: Mrs. Rosa Nicol Telephone: Sutter 7700  
Standard Oil Library  
265 Bush Street  
San Francisco, California.
- Please make your reservation as soon as possible by mail or telephone. This will avoid the confusion caused when more members appear for the luncheon than have made reservations.
- TRANSPORTATION: Members who have vacant places in their cars and who desire passengers should communicate with Mrs. Rosa Nicol. Please do this as soon as possible so that arrangements may be made for members who desire transportation. Members who wish transportation should also get in touch with Mrs. Nicol.



Coming to the Western Regional Meeting at Del Monte on October 18? By all means try to attend as it promises to be a red-letter occasion. All members of the Special Libraries Association in the Rocky Mountains and Pacific Coast territories as well as others interested in library work though not now actively associated with Special Libraries Association are cordially invited.

This Western Regional meeting, a joint meeting of the San Francisco Bay Region and Southern California Chapters, held in conjunction with the California Library Association, which takes place at Hotel Del Monte, October 15-18, promises to be a stimulating and enjoyable meeting.

Our meeting will be held on Saturday, October 18, 1941, and will include a luncheon and afternoon meeting, with talks by Mr. W. G. Rich of the Royal-Liverpool Insurance Companies on "Insuring and Placing Insurable Values on Your Library Collection", and Mr. X. P. Smith, Librarian of the 9th Corps Area, U. S. Army, on the work of his organization.

Mr. W. G. Rich, Assistant Manager of the Royal-Liverpool Groups is an expert on the specialized forms of fire insurance coverage, and is particularly well qualified to give an analysis of a special insurance problem of a library. His interest in the scholarly and scientific approach to insurance problems has recently been recognized by his election as President for the year 1941-42 of the Fire Underwriters Association of the Pacific, the educational organization of the insurance fraternity on the Pacific Coast.

After ten months as librarian of the 9th Corps Area, a recently created War Department post, Mr. Xenophon P. Smith's talk on the inauguration of this new type of library brought about by the National Defense Program should be most interesting. He came directly from the Oregon State College Library staff. Besides some fifteen years' business experience in bond, insurance, and the bookstore field, he has acquired Batchelors' degrees in economics and library science & a Master's degree in general studies, with special research in visual instruction, adult education and microphotography.

Also we will hear all about the 1941 Special Libraries National Convention at Hartford last June from Miss Josephine H. Hollingsworth of Los Angeles Municipal Reference Library, who is National Vice President, and this year's Chapter Extension Chairman, as well as from Miss Thelma Hoffman, Shell Development Company, San Francisco's official representative at the Convention. Plans too will be discussed for the 1942 National Convention to be held at Los Angeles. We are looking forward to meeting this year's Liaison Chapter Chairman, Miss Emma G. Quigley of Los Angeles Railway Corporation, and Miss Helen Gladys Percey, Research Department, Paramount Pictures, Inc., and others of our regional members.

Please note the enclosed brochure regarding Del Monte Hotel. The hotel rates are shown on the attached sheet and it is suggested that you make your reservations as early as possible.

Hope to see you at Del Monte!

#### UNION LIST.

The supplement to the Union List is almost completed, reports Miss Margaret M. Miller, Chairman of the Union List Committee. A committee, headed by Mr. Edwin T. Coman, Jr., Graduate School of Business at Stanford, to consider ways and means of publication has been appointed.







On Thursday, September 18, Miss Avis Bryson, Chapter President, welcomed 63 persons attending the first Chapter dinner of the year, held at the Sunset Cafeteria in Palo Alto. Besides S. L. A. members, many representatives of the library staffs of the Stanford University Libraries, the University of California and Oakland and San Francisco Public Libraries were present at the meeting. Miss Bryson expressed regret that Miss Alberta E. Fish, California State Department of Employment, Sacramento, was unable to be present because of an automobile accident.

After dinner the group went to the Hoover Library on War, Revolution, and Peace on the Stanford University campus. At the Hoover Library, Miss Nina Almond, Librarian and Consultant in Research, welcomed the Association, and described the circumstances under which the collection was made by Mr. Herbert Hoover. Miss Almond introduced the speakers, who discussed different phases of the collection and the use of the library in research work. They were: Dr. Ralph L. Lutz, Professor in History, and Chairman of the Board of Directors for the Hoover Library; Dr. Harold H. Fisher, Professor of History, and Vice-Chairman of the Board; Dr. Merrill Spalding, Research Associate, Hoover Library, and Assistant Professor of History; and Mrs. Inez Richardson, Research Associate and Curator, Ray Lyman Wilbur Collection on Social Problems, Hoover Library. The Association then had the opportunity of seeing the entire Library. In groups of eight or nine, the guests enjoyed the privilege of a complete tour, conducted by Miss Nina Almond and members of her staff through the Library. From the Carillon Tower to the study cubicles and through the stacks, the groups saw the entire Library. The Association thoroughly enjoyed the visit and the gracious hospitality of Stanford.

#### COMMITTEE CHAIRMAN, 1941-42.

Your attention is called to the list of Committee Chairmen appointments which appears on the inside cover of this bulletin.

#### LITERATURE.

##### Guide to Library Facilities for National Defense. Revised 1941.

Published by American Library Association, Chicago.

Describes resources of some 750 libraries (university, public, institutional and special libraries) having holdings potentially important to national defense technical and scientific research. Arranged by states under subject headings, and indexed in detail.

(Available at Mechanics Institute Library)

##### Survey of Business Research Projects at Universities.

Published by Bureau of Foreign and Domestic Commerce.

First survey of business and economic research projects recently completed in various universities and colleges throughout the Nation, issued December 1940. Supplements issued August 1941 and September 1941.

Miss Anita Levy, Librarian, Business Branch of San Francisco Public Library, wishes to let the San Francisco Chapter members know that now in addition to the Tax Services of the Commerce Clearing House, Inc., she is receiving the "War Law Service" and "Labor Law Service" of this organization also. Also new additions to her library are "Standard and Poor's Services on Trade and Securities" with companion volumes, "Outlook for the Security Markets" and "Statistics".



Other new volumes added recently to Miss Levy's library are:

McKittrick's Directory of Advertisers, and Agency List. 1941 Ed. (2 vols.)

Published by George McKittrick & Company, New York, N. Y.

A list containing the names, addresses, businesses, officers, sales advertising managers, advertising agencies placing the accounts, and the account executives of over 12,000 National advertisers. The agency list contains names, addresses and personnel of 1,800 advertising agencies, and the accounts of 1,400 of these agencies.

Commodity Yearbook. 1941 Ed.

Published by Commodity Research Bureau, Inc., New York, N. Y.

Presents important up-to-date information and statistics on basic commodities so much in demand these unusual times. First part of book devoted to special feature studies of value to those concerned with supplies, price trends, and marketing, with considerable space given to the subject of "War Time Control of Commodities". Whereas 1940 edition stressed up-to-date processing methods of raw materials to be converted to finished form, the 1941 volume emphasizes marketing of raw materials, starting with source of supply.

1939 Real Property Survey - San Francisco, California.

Published by San Francisco City and County Housing Authority.

Shows statistical data on housing, by types of structure and facilities, by city blocks, with accompanying map.

Report of San Francisco Civil Defense Council.

Published by San Francisco City and County.

This report to the Honorable Angelo J. Rossi, issued August 18, 1941, sets forth a general plan for San Francisco civilian defense in case of war.

NEW MEMBER.

We wish to extend a cordial welcome to the following new member:

Associate:

Miss Mary S. Clark,  
Law Librarian,  
Stanford University Libraries,  
Stanford University, California.

AMONG OUR MEMBERS.

Miss K. Dorothy Ferguson, Bank of America Library, at the request of her Bank has accepted Governor Olsen's invitation to serve on the Research and Planning Committee of the California State Council of Defense.

Miss Margaret Miller, Standard Oil Company Library, has been named National S. L. A. representative of the American Library Association's Committee on Indexing and Abstracting, of which Mrs. Barbara Cowles, University of California Library, is A. L. A. Committee Chairman.

Mrs. Dorothy Farnsworth Roberts, known to many through her association with the San Francisco Chapter, has been appointed County Librarian of Alameda County, effective November 1, 1941.







Miss Margaret Hatch of Metropolitan Life Insurance Company has been appointed West Coast Representative for the Insurance Group activities at the S.L.A. National Convention in 1942.

SAN FRANCISCO BAY REGION CHAPTER OFFICERS.

President

Miss Avid Bryson  
Fire Underwriters Assn. of the Pac.  
San Francisco

Vice-President and Editor

Miss Gertrude K. Searby,  
Regional Office.  
United States Department of Commerce  
San Francisco

Secretary-Treasurer

Miss Elise Hoffman,  
Golden State Co., Ltd.  
San Francisco



SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Committee Appointments - 1941-42

College and University

Miss Gladys Andrews  
Documents Division,  
Stanford University Libraries,  
Stanford University, California.

Procedure Manuals

Miss Isabella M. Frost,  
Homemakers' Bureau, Safeway Stores, Inc  
4th & Jackson Streets,  
Oakland, California.

Defense

Miss K. Dorothy Ferguson,  
Bank of America Library,  
1 Powell Street,  
San Francisco, California.

Program

Mrs. Rosa Nicol,  
Standard Oil Company Library,  
225 Bush Street,  
San Francisco, California.

Duplicate Exchange

Miss Dorothy L. Krisher,  
Shell Oil Company Library,  
100 Bush Street,  
San Francisco, California.

Publication of Union List

Mr. Edwin T. Coman, Jr.,  
Graduate School of Business Library,  
Stanford University, California.

Employment

Miss Jeannette G. Gormley,  
Standard Oil Company Library,  
225 Bush Street,  
San Francisco, California.

Publicity

Mr. W. Lawrence Shaw,  
Western Regional Research Laboratory,  
U. S. Department of Agriculture,  
800 Buchanan Street,  
Albany, California.

Membership

Mrs. Dorothy Williams,  
Pan American Airways,  
Treasure Island,  
San Francisco, California.

Union List Compilation

Miss Margaret M. Miller,  
Standard Oil Company Library,  
225 Bush Street,  
San Francisco, California.

Newspaper

Mr. Arthur A. Hakel,  
Oakland Tribune,  
Oakland, California.

The following committees have been discontinued for the time being, but can be revived if necessary at any future time.

Publications - Merged with Union List Committees and work of the Secretary.

Methods - Discontinued.

Chapter History - Work of the Committee was completed last year.

Public Relations - Merged with Publicity Committee.





SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

NOVEMBER, 1941

VOLUME 12

NUMBER 3

SAN FRANCISCO BY REGION CHAPTER OFFICERS  
AND COMMITTEE CHAIRMEN - 1941-42.

President

Miss Avis Bryson  
Fire Underwriters Assn. of the Pac.  
San Francisco

Vice-President and Editor

Miss Gertrude K. Searby  
Department of Commerce Regional Office  
San Francisco

Secretary-Treasurer

Miss Elise Hoffman  
Golden State Co. Ltd.  
San Francisco

Executive Board Member

Mrs. Emma G. West  
McCann-Erickson, Inc.  
San Francisco

College and University Committee

Miss Gladys Andrews  
Documents Division  
Stanford University Libraries  
Stanford University, Calif.

Defense Committee

Miss K. Dorothy Ferguson  
Bank of America  
San Francisco

Duplicate Exchange Committee

Miss Dorothy L. Krisher  
Shell Oil Company  
San Francisco

Employment Committee

Miss Jeannette G. Gormley  
Standard Oil Company  
San Francisco

Membership Committee

Mrs. Dorothy Williams,  
Pan American Airways  
Treasure Island  
San Francisco

Newspaper Committee

Mr. Arthur A. Hakel  
Oakland Tribune  
Oakland

Procedure Manuals Committee

Miss Isabella M. Frost  
Homemakers' Bureau, Safeway Stores, Inc.  
Oakland

Program Committee

Mrs. Rosa Nicol,  
Standard Oil Company  
San Francisco

Publication of Union List Committee

Mr. Edwin T. Coman, Jr.  
Graduate School of Business  
Stanford University

Publicity Committee

Mr. W. Lawrence Shaw  
Western Regional Research Laboratory  
U. S. Department of Agriculture  
Albany

Union List Compilation Committee

Miss Margaret M. Miller  
Standard Oil Company  
San Francisco

SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 12

November, 1941

Number 3

NOVEMBER MEETING

DATE: Thursday, November 13, 1941 6:15 p. m.  
The meeting was changed to this date, because Thanksgiving falls on the third Thursday this year.

PLACE: Marconi Restaurant (formerly Coppa's)  
241 Pine Street, San Francisco, California

PROGRAM: Miss Isabel Jackson and Mrs. Amy Rose of the Documents Division of the University of California Library will speak. Miss Jackson on: The Documents Division Library, and Mrs. Rose on: The Acquisition of Foreign Documents. There will also be questions and discussion.

Special librarians are always interested in government documents, and in the present emergency these have become especially important. The acquisition of foreign documents is also something of a problem, and the discussion of this topic by Mrs. Rose should prove very valuable.

RESERVATIONS: Please make your reservations by Monday, November 10, 1941.

San Francisco members call: Mrs. Rosa Nicol, Sutter 7700.

Last Bay members call: Miss Ellen J. Cornish, Twinoaks 1400.

REPORT OF WESTERN REGIONAL MEETING.

The Western Regional Meeting, which took the place of our regular October meeting held at Del Monte on October 18, was a GREAT SUCCESS. So that members may have a record of events we submit the following brief report.

In his talk, "Army Library Service in the 9th Corps Area", Mr. Xenophon P. Smith, 9th Corps Area Librarian, U. S. Army, told us of the work the War Department is doing in setting up libraries in the Army posts throughout the country. During the last war morale matters were handled by outside agencies, such as the Salvation Army, American Library Association, etc. This time all the morale work is handled by the War Department, thus eliminating the hodge podge management of social, religious, and recreational activities of the boys. Library work has been recognized as a professional job, and professional librarians are employed all the way through, except in the very small units. The U. S. Army is divided into nine geographic areas of which this area including the States of California, Oregon, Washington, Idaho, Montana, Utah, Nevada, and Alaska, is the ninth. All nine corps areas have trained librarians, five are women, and four are men.





In Army camps having a division of men, about 18,000 (or more than 5,000), there is a service club building which includes a library room and basic collection of 5,000 books, plus money for growth, and a librarian. Camps of 3,000 to 5,000 have smaller clubs, with 1,500 basic book collections, and a trained librarian. Small units, 1,000 to 3,000 have a basic collection of 500 books, but no librarian. A library officer of Army is in charge. For camps of 500 and more plans are to establish permanent library collections, and for groups of men under 500 there is a plan to establish traveling libraries. It is evident from the present setup that the army has fully recognized the professional aspect of the job.

What are the qualifications of Army librarians? They may be men or women between the ages of 30-50 for the corps area librarianship job. They must be college graduates, with an additional year in an accredited library school and with five years of experience. Camp librarians in service clubs must be women between 25-45. They must be high school graduates with one year in an accredited library school. They must have a year of experience in non-clerical library work.

The selections for various camp libraries was a nightmarish job. There were from 600 to 700 applicants in San Francisco, and it required much careful consideration of applications, abstracting of qualifications, etc., until the right persons were selected. The camp librarians must live on the posts to which assigned.

The selection and purchase of books was the next job in hand. For each large service club there was a sum of \$6,400 to be spent for books. Lists had to be compiled between April 17 and May 3; there were no tools to work with and camp librarians had to work from the nearest public library facilities. It was quite a job to work against a deadline, to select 5,000 books with an attempt not to include duplication, to remain within the budget specified, and to select items that would be suitable in content for the Army. To assemble all these lists not a single trained stenographer was available; all work was done by NYA.

To prepare books for circulation Mr. Smith prepared a brief 42-page manual which not only stayed within army regulations, but also provided information on classification and cataloging---the Dewey system used up to the first decimal. Most of the collection consists of recreational reading, but provision is also made for boys who want to continue studies in certain technical subjects. Provision is also made for ready reference books to handle ordinary reference questions. There is not time to make special lists or bibliographies. Mr. Smith asked that special librarians who compile unusual lists might write him so that he may know of availability of such material should the need ever arise. County and state libraries help with inter-library loans which are handled directly with camp librarian if she is trained--otherwise through San Francisco corps area librarian.

There is a great demand for reading material in the camps, and there is a place for book drives which would help swell the present collections. At present there are from 60,000 to 70,000 books purchased in the area, and 20,000 to 30,000 which have been donated. There are 13 professional librarians in the area, and many WPA and NYA assistants.

Mr. Smith, in the 10 months in which he has been on the job, has traveled 7,500 miles visiting the various camp libraries. He stated that considerable has been accomplished to date, but much still has to be done in the future, all of which demands planning, patience, and cooperation.

On behalf of the San Francisco Chapter we wish to thank Mr. Smith for this talk.





Mr. W. G. Rich, Assistant Manager, Royal-Liverpool Groups, and President of the Fire Underwriters Association of the Pacific, introduced his subject, "Insuring and Placing Insurable Values on Library Collections", by stressing the importance to the librarian of knowing "actual cash values" of his collection so that adequate insurance protection might be provided and the premium paid would not be higher than was commensurate with the value of the property at risk. He reviewed what has been done in this field by the American Library Association and other libraries in the country and the problems and difficulties involved in setting up class valuations for library collections. At present these valuations vary widely. His remarks regarding depreciation on various classes of books were particularly interesting.

Mr. Rich suggested that in view of the uncertainty that exists in regard to the proper valuation of library collections, the library associations throughout the country might profitably give this matter their further consideration and produce a value classification which would be accepted by the profession and unquestionably would be considered the standard for insurance purposes. If this classification followed a standard which had been adopted by the American Library Association, and would therefore be free from the bias of individual judgment, it would be accepted by the insurance adjuster and thus enable both insured and insurer to arrive at an amicable settlement of the claim.

We are most grateful to Mr. Rich for giving us his ideas on this important subject. This address has been submitted to the editors of Special Libraries Association and American Libraries Association. Watch for it. It contains some very worthwhile information.

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Miss Thelma Hoffman gave a brief review of the 1941 Special Libraries National Convention which she attended at Hartford, Connecticut, and has submitted the following comments:

"This June I was fortunate in being able to attend and participate in the National Convention of Special Libraries Association. On Sunday night as the representative of our chapter I attended a meeting conducted by Miss Hollingsworth. It was my privilege at that time to present the Procedures Manual which Isabella Frost has compiled for our chapter. This was greatly admired by all. Only one other chapter had a manual and this was quite different in form and by no means as complete.

"At the first general meeting we were welcomed to Hartford by Professor Odell Shepard in a most ingenious way, first as the Chamber of Commerce would welcome us and second as he, Odell Shepard, would welcome us. I gave the response for the Association but more particularly for the West Coast.

"The general meetings were good but I felt much more was to be gained from the smaller group meetings. I attended all those of Science-Technology group. As Chairman of the Petroleum Division, I have been proud to see that one of the papers presented to our group has been printed in the leading petroleum magazine, "The Oil and Gas Journal", and, in an abbreviated form, in the News Edition of the American Chemical Society.





"One of the most interesting parts of the convention for me was meeting people who had just been names to me before--people who make our Association the valuable and live organization it is today.

"The next convention, being in Los Angeles, will present a great opportunity for all of us and I know that many members of our chapter will find how much may be gained by attending a National Convention of Special Libraries Association."

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The second part of the panel discussion was devoted to plans for the 1942 NATIONAL CONVENTION to be held in Los Angeles next June, and was led by Miss Emme Quigley, General Convention Chairman. Miss Quigley outlined the general organization and committee setup that so far has been developed for the Convention, and then introduced Miss Josephine Hollingsworth, Program Chairman. Miss Hollingsworth described the general arrangements for the program for both general sessions and groups and illustrated, by means of a chart, the plans for schedules, meetings, etc., as well as a balanced program of entertainment for our Eastern members.

Members present were truly impressed and in fact amazed at the amount of careful planning that has gone into the Convention already at this early date, and felt that proceeding on this excellent basis it could not fail to be a notable success. Full arrangements are under way to give our Eastern visitors not only a balanced program of informative and worthwhile papers and discussions on special library problems, but an entertainment program worthy of the beauty and variety of Southern California. Trips to the Huntington Library, to Mt. Wilson, to the various motion picture studios have been planned to mention only a few of the highlights. The Program Committee also promised some surprises, which to judge by the enthusiasm with which they were presented should prove highly delightful.

Mr. Dabagh, Finance Chairman for the Convention also presented his side of the picture, and represented Mrs. Rosen, Public Relations Chairman. Mrs. Mary Duncan Carter followed the discussion of Convention plans with a brief summary of the Library Institute, which is to be held the week following the Convention at the University of Southern California. Attendance at these library Institutes is an excellent way to keep up-to-date in the profession, and members should find it well worth their while to attend, judging from the excellent standards set for these Institutes in the past.

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Your President would like to add a word to this report on 1942 NATIONAL CONVENTION plans, in order to convey to every member the importance of the active participation of our Chapter in making ready for June 1942. For the second time in the history of the Association, and for the first time in 12 years, we are to have the National Convention on the Pacific Coast. We are indeed honored and proud to be hosts to so many of our Eastern colleagues who will in many cases make a journey of 3,000 miles to be with us.

Let us make the West something that they will never forget in hospitality, courtesy, and professional and cultural interest. Our Southern California Chapter is working hard and long on making the Convention a success. They need and want our cooperation. We must help them by serving on committees, by arranging publicity from the San Francisco end, and finally by acting as hosts to Eastern members including San Francisco on their itinerary. THIS IS AN APPEAL TO EACH AND EVERY MEMBER TO HELP IN EVERY WAY POSSIBLE TO MAKE OUR WESTERN CONVENTION A NATIONAL SUCCESS.



## NEW MEMBERS.

We wish to extend a warm welcome to the following new additions to our roster of members:

### Associate member

Miss Regina E. Chadwick,  
Assistant Librarian,  
Standard Oil Company of California,  
265 Bush Street,  
San Francisco, California.

### Transfer from Southern California Chapter

Miss Thelma Van Groos,  
WPA Library ~~Subsidiary~~, *Supervisor*,  
San Francisco, California.

## DIRECTORY OF SAN FRANCISCO CHAPTERS OF S. L. A.

With last month's bulletin you received a Directory of San Francisco Chapters of S. L. A. on the last page of which was mentioned a classification key. This key page omitted last month is enclosed. This handy list is the contribution of Mr. Edwin T. Coman, Jr., Graduate School of Business, Stanford University.

## GOOD NEWS

As of September 30, 1941 National has reported 108 San Francisco Chapter members with only one of these unpaid. That includes 6 Institutional, 44 Active, and 58 Associate. Mrs. Dorothy Williams, Chairman of Membership Committee, wishes to thank all members for the splendid cooperation shown in the payment of dues. With the Convention in Los Angeles this year, let's all do our bit towards swelling our membership list.

## PUBLICATIONS

### Facts on File.

Published by Person's Index, Facts on File, Inc., New York.

This quick reference tool is the only weekly news index published in the United States. It is an 8-page digest of important news with a cumulative, alphabetical index brought up to date each week, and contains sections on National Affairs, U. S. Defense, Foreign Affairs, Latin America, Finance and Economics, and Arts and Science. On the Advisory Board of this publication are Professor Francis W. Coker, Yale University; Professor J. Anton De Haas, Harvard University; H. V. Kaltenborn; Professor E. W. Kemmerer, Princeton University and other specialists in their fields.

(Available at Mechanics Institute Library)

### Numerical List of Current Publications of U. S. Department of Agriculture.

Issued by Department of Agriculture, Washington, D. C.

Prepared specifically as a "working list" for institutions and persons in informational libraries, editors, information and correspondence clerks. Though this is not a complete list of all Department publications, it is a complete list of all series. It is provided with blank spaces under different classifications to allow for additions to be made.

(Free on request from Division of Publications,  
Office of Information, U. S. Department of  
Agriculture, Washington, D. C.)

### Family Expenditures in United States.

Issued by National Resources Planning Board, Washington, D. C.

Based on year 1935-36 presents most comprehensive analysis yet made of family spending and saving at different income levels. Gives breakdown of expenditures into more than 90 items and contains over 400 tables.

(Available for 50¢ from Govt. Printing Office,  
Washington, D. C.)







Effects of Defense Program on Prices, Wages, and Profits.

Published by The Brookings Institution, Washington, D. C.

Discusses national production and income increases and by whom increases shared, as well as the effect of defense program upon prices, etc.

(Available for 25¢ from Brookings Institution).

Defense Bibliography.

Prepared by Miss Laura A. Eales, Head of Technology Department, Bridgeport Library, Bridgeport, Connecticut.

This mimeograph list will be sent free to S.L.A. members upon request to Miss Eales.

Defense Bibliographies.

Compiled by Miss Josephine B. Hollingsworth, Los Angeles Municipal Reference Library, City Hall, Room 300, Los Angeles, California.

Listed below are the titles of the 7 bibliographies making up the set:

- #1. Air Raid Shelters.
- #2. Defense Planning for Local Governments.
- #3. Public Protection in Defense Plans.
- #4. Health in a National Defense Program.
- #5. The Protection of Electric and Water Utilities During Wartime.
- #6. Recreation and National Defense.
- #7. Mass Transportation in Relation to National Defense.

There is a charge of 30¢ for Defense Bibliographies #1 through #6. The entire set may be had for 40¢.

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BUDGET YOUR TIME AND MONEY NOW FOR THE CONVENTION - JUNE 1 TO 5 1942!



SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

JANUARY, 1942

VOLUME 12

NUMBER 4

SAN FRANCISCO BY REGION CHAPTER OFFICERS  
AND COMMITTEE CHAIRMEN - 1941-42.

President

Miss Avis Bryson  
Fire Underwriters Assn. of the Pac.  
San Francisco

Vice-President and Editor

Miss Gertrude K. Searby  
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San Francisco

Secretary-Treasurer

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Executive Board Member

Mrs. Emma G. West  
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"PUTTING KNOWLEDGE TO WORK"

SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 12

January, 1942

Number 4

JANUARY MEETING

DATE: Thursday, January 15, 1942. 6:15 p.m.

PLACE: New Tivoli Restaurant Price: \$.88 including tax  
1438 Grant Avenue,  
Between Green and Union Streets,  
San Francisco.

PROGRAM: Mr. Raymond Reeves, Regional Business Consultant of the  
United States Department of Commerce will speak on: "Co-  
operation Between Special Libraries and the United States  
Department of Commerce".

Mrs. Ernestine Black, volunteer librarian for the San  
Francisco Civilian Defense Council, formerly feature  
writer on the San Francisco Call-Bulletin, will speak  
and answer questions on: "Organization of the Pamphlet  
and Information Files of the San Francisco Civilian  
Defense Council."

RESERVATIONS: Please make your reservations by Monday, January 12, 1942.

San Francisco members call: Mrs. M. P. Madison, Sutter 7700.

East Bay members call: Miss Ellen J. Cornish, TWinoaks  
1400.

NEW MEMBERS

We wish to welcome the following new members to our Chapter:

Active Member

Mr. Xenophon P. Smith,  
Corps Area Librarian,  
9th Corps Area,  
United States Army,  
Presidio of San Francisco,  
California.

Associate Member

Miss Anne Messick,  
Assistant Librarian,  
Shell Development Company,  
Emeryville, California.

Miss Rosamond S. Aram,  
Bonneville Power Administration,  
United States Department of Interior,  
Portland, Oregon.



NOVEMBER MEETING NOTES.

At our last meeting Miss Isabel Jackson and Mrs. Amy Rose of the Documents Division, University of California, spoke to our Chapter members describing the work of this branch of the library. Miss Jackson follows all material issued by the United States Government, particularly right now the items in the "Congressional Record" and National Defense information. She stated that Dr. J. Wilcox, Associate Librarian, has completed his National Defense bibliography through August 1941 and it is being kept up to date. Mrs. Amy Rose specializes in information and statistics of foreign governments, which she reported in the majority of cases is complete for 1940 and the first six months of 1941. The library has an excellent collection of data for Brazil, with fairly complete information for Colombia, Chile and other South American countries. A wealth of information is expected to be made available on Mexico from the various censuses now in progress. As to the European countries, the British Isles is the only country supplying material right along, although in the occupied countries collections are being sent to Switzerland for later shipment. Italy is also holding up shipment until after the war. It was stated that both India and Japan for a long time have been loathe to give out any information.

ATTENTION, SPECIAL LIBRARIANS!

The Northern California Group of Regional Catalogers has a Committee on the study of the new A. L. A. catalog code. Miss Margaret Windsor of Stanford University is chairman, and the committee member representing our special libraries group is Miss Anne Avakian. In order to get a broad picture of the cataloging situation in this chapter Miss Windsor has suggested a questionnaire which she has requested Miss Avakian to circulate to our group. That questionnaire is enclosed with this bulletin. Please fill it out and send it to Miss Avakian by February 1.

DEFENSE COMMITTEE

Don't forget we have an active Defense Committee headed by Miss K. Dorothy Ferguson of the Bank of America. This Committee has been holding meetings right along. This Committee is yours, and if you have any problems or suggestions, be sure to bring them to the Committee's attention through Miss Ferguson.

1942 SLA NATIONAL CONVENTION --- LOS ANGELES

Because of general transportation difficulties created by the outbreak of the war, the National Executive Board in New York is considering the possibility that it may not be advisable to hold the National Convention in Los Angeles next June. Miss Emma Quigley, General Convention Chairman, writes that they are awaiting official action by the Board and as soon as they are notified by Miss Woodward they will proceed accordingly. Miss Woodward is now of the opinion that we should "mark time" until we know what we can and cannot do. In the meantime Miss Quigley says they are keeping their plans and committees intact.





SPECIAL LIBRARY RESOURCES. Just off the press. 765 libraries listed by state and city. 776 pages of valuable information. A reference volume every library should own. \$6. Write S. L. A. Headquarters for your copy.

HANDBOOK OF COMMERCIAL AND FINANCIAL SERVICES. Formerly \$2, and well worth it. Now 50¢, plus postage.

THE BANK LIBRARY. (1937). Basic bibliography. Free with every 50¢ copy of its Annotated Supplement (1940). Order from Ruth Miller, Central Hanover Bank, 70 Broadway, New York City.

BUSINESS RESEARCH PROJECTS, 1941. 898 research projects in business and economic problems underway in U. S. education or research institutions, of 809 research workers in 93 agencies. 20¢ a copy. Order from local U. S. Department of Commerce.

HOW LIBRARIES MAY SERVE. Considers the role of libraries and covers the activities of school, college, public, and special libraries in National Defense. Published by Federal Security Agency, U. S. Office of Education. Order from Government Printing Office, Washington, D. C. 15¢ a copy.

BUSINESS AND DEFENSE COORDINATOR. Issued by Research Institute of America, Inc., New York City. Loose-leaf service coordinating new business and defense regulations and information. May be consulted at your local U. S. Department of Commerce Office.

#### ACKNOWLEDGMENTS.

To members of the Chapter who have helped make the bulletin a reality, the Editor wishes to extend a word of appreciation. Mrs. Hazel Jacobson and Miss Anne Burnett rendered yeoman service in typing envelopes and other assistance. Other members have had a share in the bulletin but space does not permit their mention. Many thanks to you all! Remember this is your bulletin and any suggestions towards its improvement will be gratefully received.

#### AMONG OURSELVES.

Miss Elina L. Lindahl of Paraffine Companies has our good wishes on her recent marriage. She is now Mrs. Elina L. Sevo.

Mrs. Rosa Nicol of Standard Oil Company on a six weeks' leave of absence is visiting friends and traveling in Mexico. She is expected back January 15.

Mrs. Hazel Jacobson resigned her position at the U. S. Department of Commerce the latter part of December in order to devote more time to her young son, David.

Mrs. Sara Alice Titus of the U. S. Forest Service recently transferred to Washington, D. C.



SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

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"PUTTING KNOWLEDGE TO WORK

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Volume 12

February, 1942

Number 5

FEBRUARY MEETING

DATE: Thursday, February 19, 1942. 6:15 p.m.

PLACE Zerikote's Lake Merritt Dining Room  
1520 Oak Street  
Oakland, California Price: \$ .83 including tax

PROGRAM: After dinner, the Association will visit the Alameda County Free Library, housed in the new Court House. Mrs. Dorothy Farnsworth Roberts, County Librarian, will tell us about her library.

RESERVATIONS: Please make your reservations by Monday, February 19, 1942.  
  
San Francisco members call: Mrs. Rosa Nicol, Sutter 7700.  
  
East Bay members call: Miss Ellen J. Cornish, TWinoaks 1400.

TRANSPORTATION: Members who have vacant places in their cars and who would like to take someone should communicate with Miss Edith Schofield, U. S. Forest Service Library, EXbrook 0778, who is Transportation Chairman.

NEW MEMBERS

Welcome is extended to the following new members:

Miss Mary Kathleen Moore,  
Librarian, Music Library,  
National Broadcasting Company,  
111 Sutter Street,  
San Francisco, California.

Miss Winifred W. Seely, Librarian  
Service Club #2,  
Morale Department,  
Fort Ord, California.

Mr. Nathan van Patten, Director,  
Stanford University Library,  
Stanford University, California.

Dr. Rex F. Harlow, President,  
American Council on Public Relations,  
365 Guinda Street,  
Palo Alto, California

Miss Alba W. Eldredge,  
University of California Medical  
Library,  
San Francisco, California.

Miss Clara Heck,  
University of California Medical  
Library,  
San Francisco, California.



JANUARY MEETING NOTES.

Since the January meeting was the first our group has held since the outbreak of the war, the Victory Program, including National Defense, was uppermost in our minds. As guest speakers we had Mrs. Ernestine Black, the volunteer librarian of the San Francisco Council of Civilian Defense, and Mr. Raymond Reeves, Regional Business Consultant of the Department of Commerce.

The San Francisco Council of Civilian Defense Library, the newest library in our midst, was established in the fall of 1941 we were told by Mrs. Ernestine Black. When war was declared in December its activity and importance as a ready reference informational source increased. Pamphlets and magazine articles dealing with blackouts, bombs, air raid shelters and other such defense subjects are in the collection already on hand. Publications from other states and municipalities as well as from federal agencies are included. She mentioned that Massachusetts has published an outstanding group of publications on civilian defense. No provision has been made for circulating the material to other libraries as the collection is for the use of civilian defense committees and workers.

Mrs. Black invited members to help in building the library should they have bulletins and bibliographies on civilian defense topics which might be of assistance to the Council members. Any libraries having material to give away should send their contributions to Mrs. Black, c/o Public Information Service, San Francisco Council of Civilian Defense, City Hall, San Francisco.

Mr. Raymond Reeves, Regional Business Consultant of the Department of Commerce, introduced his talk, "Cooperation Between Special Libraries And The United Department of Commerce", with Mrs. Franklin D. Roosevelt's statement in regard to the job of the librarian during this emergency:

"I hope that the librarians of the country will feel that they have a great obligation to help in civilian defense. First, by making available to the general public official literature on civilian defense, obtained from state and local defense councils. Second, by supplying defense councils, on request, the specific information on problems as they arise about which they lack general knowledge."

As never before, Mr. Reeves emphasized, special librarians must be on the alert to serve promptly and adequately inquirers within their own organizations and those having affiliations with the war effort. With the 1,001 changes occurring in our national economy, particularly those calling for the development of alternate materials due to limited supplies, the business man needs facts on innumerable topics. He stated the Department of Commerce through the publications of the Bureau of the Census and Foreign and Domestic Commerce is presenting valuable data and urged those in need of factual information to make use of this material.

WANTED.

Miss Anne Avakian, California Forestry & Range Experiment Station, University of California, 330 Giannini Hall, Berkeley, California would like to have U.S. Geological Survey Bulletins 317, 318 and 322 should any library have a duplicate file.







SPECIAL LIBRARIES ASSOCIATION SIGNS UP FOR NATIONAL DEFENSE.

Submitted by  
Miss K. Dorothy Ferguson, Bank of America Library, and  
member of Research and Planning Committee of the  
California State Council for Defense

What part can we, as librarians, play in this all out war program? I can think of these main activities:

To put our house in order so that we can make the best possible use of the resources at hand. By this I mean to index a little more carefully the material that comes to our desks; to watch more closely for new material and to familiarize ourselves thoroughly with the new government and state boards organized to administer this emergency. This may all seem elementary. It is. But it is also necessary and important, for if we can answer nine out of ten questions with a minimum waste of time to ourselves and our clients, we will be rendering a worthwhile service. I am mindful of a sign now placed conspicuously in some offices, "Time is short."

But we are not content with doing only the job at hand. The present restlessness is upon us and we ponder what we can do to reach out to those in business who are not availing themselves of the services and advantages of our specialized libraries. Is this, however, the time for a major promotion campaign for our kind of service? I do not think so. This period of confusion, caused by the readjustment from a defense economy to a war economy is not the propitious one for such an undertaking. We would reap little benefit whether we were to try contacts by personal visits or letters. I do think, however, that each of us knows firms who rely on us for their information. If we give these firms a more diligent service, we will do much to help in the war effort and incidentally to sell the idea of Special Libraries. A very practical suggestion might be to contact any branch or agency of Washington bureaus which may have come to town.

Furthermore, the possibility of cooperating with the Committee of Research and Planning of the State Council of Defense is open to us. As a member of the committee I have offered to Professor May, who is the chairman, our cooperation to this extent: That we would notify him of any outstanding study, report, or bibliography that comes to our attention. These could be listed in the bulletin which his committee issues periodically and which is distributed to all members of the State Defense Council. Our association might also be able to contribute to this other suggestion that Professor May made in a recent letter. I quote:

"Of equal importance would be suggestions concerning research projects which might be allocated to individuals or organizations not members of the committee, but who have specialized facilities or personnel for particular investigations which may appear valuable at this time."



May I, therefore, make this added plea to our membership. If you know of any report, survey, or bibliography relating to war economy either compiled or in the making, would you notify me. If you think of some investigation, survey, or outstanding bibliography relating to war economy which might very profitably be undertaken would you let me know. The recognition that such cooperation with the state-wide membership of the State Council of Defense would bring us might readily be considered good publicity, good public relations, beside the professional satisfaction we would derive from our contribution in this war effort without duplicating any project already organized.

### 1942 CONVENTION

We know Chapter members will regret to hear that according to word from Miss Laura A. Woodward, National President, it has been decided we are not to have the 1942 Convention in Los Angeles. This action was voted by the Executive Board after taking into consideration the following factors:

(1) the inability of many members to attend; (2) the necessity on the part of members and employing organizations to give generously of time and money to the Victory effort of the Nation; (3) the possibility of increased cost of transportation and possible curtailment for civilians, and (4) the difficulty of planning any convention since speakers and others will undoubtedly be under priority call from the Government.

It has not been definitely decided to altogether cancel the Convention, however. Some members feel it might be held in some inland city; others recommend that consideration be given to transferring the Convention to New Orleans in October, and still others feel that the Convention should be cancelled.

The Los Angeles and Group Committee Convention members are requested to "carry on" as should the Convention be held after all, their participation will be wanted. Each Chapter is to discuss the question with the members and let Miss Woodward know their reaction as to whether or not to hold the Convention and if so where. The National Executive Board meets March 6, at which time the recommendations of the various Chapters will be presented.

### DUES

Membership dues for the ensuing year may be sent in to Miss Elise Hoffman, Golden State Company, 425 Battery Street, San Francisco, our Treasurer, should you find it more convenient to send it to her rather than to Convention headquarters.



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RECENT ARTICLES ON SYNTHETIC RUBBER.

This is the first of a series of small annotated bibliographies covering strategic materials for defense which either may have to be used as substitutes, or which are controlled by priority rulings, prepared at the instigation of Miss K. Dorothy Ferguson, member of the Research and Planning Committee, California Council for Defense. This one is prepared by the Standard Oil Company of California Library.

AFTER THE PRESENT EMERGENCY ... WHAT? J. M. Weiss. Chem. Ind, Sept. 1941, p.348-52. Included in this general article on synthetics is discussion of rubber processes, p. 351-2.

COOPERATION OF THE RUBBER INDUSTRY WITH DEFENSE. W. L. Finger. Ind & Eng Chem, Nov. 1941, p. 1335-1338. Written by an OPA man, this article describes how the rubber industry has cooperated and is cooperating with the Government in providing adequate supply of rubber.

ELASTOMERS IN THE NATION'S WAR PROGRAM. W. C. Geer. Chem Ind, Jan. 1942, p. 22-31. Examines briefly natural and synthetic elastomer in accordance with physical and chemical properties and outlines number of uses and the part which they play in national defense.

PRESENT STATUS OF SYNTHETIC RUBBER. E. R. Bridgwater. Ind & Eng Chem, Nov. 1941, p. 1342-6. Realistic discussion of possibilities of using synthetic rubber.

SYNTHETIC RUBBER, ITS DEVELOPMENT, PRODUCTION CAPACITY, AND USE. O. M. Hayden. Mech Eng, Feb. 1942, p. 109-12. History of synthetic-rubber development, kinds produced in U. S., production capacity, properties, uses and miscellaneous applications.

SYNTHETICS IN THE RUBBER FIELD. Barron's, Oct. 27, 1941, p. 5. Very short article on what rubber companies are doing.

WAR AND THE RUBBER INDUSTRY. P. Dobbs. Magazine of Wall St., Dec. 13, 1941, p. 250-2. Discusses financial background.

WHAT IF OUR SUPPLY OF NATURAL RUBBER IS CUT OFF? W. T. Ziegenhain. Oil & Gas J1, Jan. 8, 1942, p. 17, 30. We are not as yet able to produce a single, all-purpose rubber substitute. However, we have on hand sufficient raw materials with which to make a complete substitution in time. Plans for increased production are discussed.

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO  
CHICAGO, ILLINOIS  
JANUARY 19, 1950

TO THE PRESIDENT OF THE UNIVERSITY OF CHICAGO  
FROM THE DEAN OF THE FACULTY  
SUBJECT: [illegible]

[illegible text]

[illegible text]

[illegible text]

[illegible text]

NEW PUBLICATIONS.

SUPPLEMENT TO GUIDE TO STATE AND FEDERAL PUBLICATIONS ON DEFENSE. Entirely supplemental to original Guide of September 1941 and covers period August 1 to December 8, 1941. Materials issued by non-defense agencies have been included if pertinent to defense. Compiled by Jerome K. Wilcox, Associate Librarian, University of California. Copy can be secured for \$1.00 on request to the Bureau of Public Administration, 117 Library, University of California, Berkeley, California.

PUBLIC AFFAIRS INFORMATION SERVICE. Now available at the Reference Room, San Francisco Public Library.

YOUR INCOME TAX. By J. K. Lasser, published by Simon & Schuster. Available for reference at Business Branch, Public Library, Russ Bldg., San Francisco.

RESEARCH, A NATIONAL RESOURCE: 3, BUSINESS RESEARCH. Published by National Resources Planning Board. Available at Government Printing Office, Washington, D. C. for 20 cents. For Review at Department of Commerce Regional Office.

AMONG OURSELVES.

Mrs. Patricia Brann of Pineapple Producers Cooperative Association, Ltd., resigned her position as of January 17 to join her husband stationed with the United States Army at Seattle.

Best wishes to Miss Helen Cummings, Assistant Librarian, Graduate School of Business Library at Stanford University, who is now Mrs. Robert G. Winden, and to Miss Margaret Miller, Librarian, Standard Oil Company of California, who is now Mrs. Pierre F. Rocq.





RECENT ARTICLES ON SYNTHETIC RUBBER.

This is the first of a series of small annotated bibliographies covering strategic materials for defense which either may have to be used as substitutes, or which are controlled by priority rulings, prepared at the instigation of Miss K. Dorothy Ferguson, member of the Research and Planning Committee, California Council for Defense. This one is prepared by the Standard Oil Company of California Library.

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SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

MARCH, 1942

VOLUME 12

NUMBER 6





"PUTTING KNOWLEDGE TO WORK"

SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 12

March, 1942

Number 6

MARCH MEETING

DATE: Thursday, March 19, 1942. 6:15 p. m.

PLACE: "Mom's" Restaurant,  
346 Battery Street, Between Clay and Commercial Streets,  
San Francisco.

PROGRAM: Informal discussion on "The Effect of the War on Special Libraries". Participants: Miss Margaret Miller, Standard Oil Company of California; Mr. W. Lawrence Shaw, Western Regional Research Laboratory; Mrs. Agnes Reinero, Pacific Gas & Electric Company; Miss Edith Schofield, U. S. Forest Service.

Please come prepared to contribute to this discussion, since what is going on in special libraries now is of interest to all.

RESERVATIONS: Please make your reservations by Monday, March 16, 1942.

San Francisco members call: Mrs. Rosa Nicol, Sutter 7700.

East Bay members call: Miss Ellen J. Cornish -  
Twinoaks 1400.

NEW MEMBERS

We are pleased to announce the following new members to whom a cordial welcome is extended:

Miss Eloise Ryan, Librarian, U. S. Naval Air Station, Alameda, California.	Mrs. B. H. Dalton, Rincon Post Office, Room 313, San Francisco, California.
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UNION LIST SUPPLEMENT

The Union List Supplement, under the direction of Miss Margaret Miller, is nearing completion. This list will be approximately 190 pages in length and will be distributed at cost price - \$1.50 a copy. We know that all members will want a copy. To facilitate its issuance it is suggested you send advance orders accompanied by check to Miss Avis Bryson, Fire Underwriters Assn. of the Pacific, 818 Merchants Exchange Building, San Francisco.

FEBRUARY MEETING

At our last meeting the group visited the Alameda County Public Library, under the gracious guidance of its librarian, Mrs. Dorothy Farnsworth Roberts. This library, established in 1910, and now located on the ground floor of the Alameda County Court House in Oakland, serves the county libraries of Alameda County as differentiated from the metropolitan libraries, such as Oakland and Berkeley, which serve their own immediate cities. Mrs. Roberts, appointed its librarian November, 1941, emphasized the library's debt owed to her predecessor, Miss Mary Barmby, for her untiring work and vision in building up the library to its present usefulness.

As an introduction to the library and to give us a grasp of the area covered, Mrs. Roberts showed us a large map, the handiwork of the NYA. As well as colorfully depicting the types of industries in the various districts, designation is shown as to the type of library service. The three kinds of libraries, besides the school and institutional services of the County Library, are: (1) those with a city-owned building and city-paid staff together with a supply of books of its own; (2) those having a building and a city-paid staff, but no books of its own; (3) those without a building or books, and for which the County provides a paid librarian, not necessarily a person with library training but someone of the community interested in such work, the place oftentimes being simply a room in the home of the librarian.

Besides service to individuals, the library provides the 25 schools in the county with textbooks and supplementary reading, some of which are out in the field for a year or more at a time. A teacher's collection is also maintained, ranging from the current volumes on social and economic questions to the latest fiction. The library also supplies books to the various hospitals and once a month distributes books to occupants of the jail.

Another very much prized contribution of NYA to the library is the volume, "History of Alameda County Libraries". This is a huge loose-leaf volume containing a watercolor and a beautifully handprinted history of each library since its beginning. Incidentally, one of the quaintest of these libraries is housed in what once was a Dunkard Church while another used to be a brooder house.

The San Francisco Chapter members enjoyed this visit and wish to thank Mrs. Roberts and her staff including Miss Baird, Miss Mitcheltree, Miss Little and Miss Bruguere for their cordiality.

TO OUR NEWEST CHAPTER

The San Francisco Chapter takes this opportunity to congratulate the Greater St. Louis Chapter of Special Libraries Association on its formation. May its growth be rapid and long-lived.



# GUAYULE BIBLIOGRAPHY

This is the second of a series of small annotated bibliographies covering strategic materials for defense, prepared at the instigation of Miss K. Dorothy Ferguson, member of the Research and Planning Committee, California Council for Defense. This bibliography has been prepared by Miss A. M. Avakian, Librarian, United States Forest Service, California Forest and Range Experiment Station, Berkeley, California.

- Acres for guayule. Business week p.68 + Feb.7, 1942. il.
- American rubber at last. Literary dig. 110:26. Sept. 19, 1931.
- American rubber, guayule. Sci. Am. 144: 406-7. June 1931.
- Amparballoon tires. India rubber world 77:65-6. Jan. 1928. il.
- Barber, J. Possibilities of guayule rubber in America. Rubber age 49:327-9. Aug., 1941
- Blythe, S. G. Taming the wild guayule. Sat. eve.post 203:284 May 2, 1931
- Bowers, G. B. Our home-grown rubber. Flower grower 13:133. Mar., 1926. il.
- Bringing guayule into central California. Rubber age 24:28-9. Oct. 10, 1928.
- Buchanan, A. E. Factory makes home-grown rubber. Sci. Am. 147:111. Aug. 1932
- Carnahan, G. H. American-grown rubber produced from guayule. Chem. and met. eng. 38:128-31. Mar., 1931. il.
- Production of guayule rubber. Ind. and eng. chem. 18:1124-6. Nov. 1926. Also in Rubber age 20:136-7. Nov. 10, 1926.
- Recent guayule developments. India rubber world 79:53-5. Oct. 1928.
- Cork trees, rubber bushes being grown in California. Science news letter 39:397. June 21, 1941.
- Cultivation to enlarge guayule rubber supply. Rubber age 20:127. Nov. 10, 1926.
- Cutler, D. A. Guayule rubber. Rubber age 18:202. Dec. 25, 1925.
- Doering, J. H. Guayule rubber in tires and tubes; service tests in which the rubber was exclusively guayule. Ind. and eng. chem. 26:541-3. May 1934.
- Rubber from the guayule shrub. Abstract, Science 78: sup. 9; Sept. 15, 1933.
- Farmer to find guayule culture profitable. Rubber age 20:344. Jan. 10, 1927.
- First rubber crop harvested in California. Pop.Mech. 55:728-9. May 1931.
- Gleason, S. We now grow our own rubber. Pop. Sci. 119:18-19. July 1931.
- Greeves-Carpenter, C. F. American grown rubber; guayule plants. Comp. air mag. 43:5601-3. May 1938. il.
- Guayule. Bus. week, p. 18. Dec. 27, 1941. il.
- Guayulé - a high grade rubber. India rubber world 77:652-3. Aug. 1925.
- Guayule and a blowout in the desert. Calif.countryman 13:17. Nov. 1926. il.
- Guayule as a rubber softener. Rubber age 16:266. Jan. 1925.
- Guayule extraction mill opened at Salinas. India rubber world 83:53-5. March 1931. Also in Rubber age 28:508. Feb. 25, 1931.
- Guayule industry; its origin and development. Pan Amer. mag. 23L725-7. Oct. 1921.
- Guayule rubber. Science 72: sup. 12. Nov. 14, 1930.
- Holman, R. L. America's rubber farms: the guayule shrub, as rubbery as the tropical rubber plant, is being grown right here in California. Forbes p.12-134. Nov. 1, 1941.
- Hornaday, W. D. Guayule shrub as a source of crude rubber supply. Duns ind.rev. 51:39-41. Aug. 1928. il.



Guayule Bibliography (Continued)

- Kauffman, Erle. Guayule...the "victory" rubber. American forests 48(2): 72-73, 84, 92. Feb. 1942.
- Kieffer, D. L. Guayule, our own wartime rubber crop. Pacific rural press 141:276. April 5, 1941.
- Kirkwood, J. E. Guayule rubber industry. Sci. Am. 101:24. July 10, 1909.
- Lloyd, F. E. Guayule - a desert rubber plant. Pop. sci. 81:313-30. Oct. 1912.
- \_\_\_\_\_. Guayule (*Parthenium argentatum* Gray) a rubber plant of the Chihuahuan desert. Wash., 1911. 213 p. il. (Carnegie ins. of Wash. Publication 139).
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- McCallum, W. B. Botany and cultural problems of guayule. Ind. and eng. Chem. 18:112-14. Nov. 1926. Rubber age 20:129-32. Nov. 10, 1926.
- \_\_\_\_\_. Cultivation of guayule. India rubber world 105:33-6; 153-6. Oct., Nov. 1941.
- \_\_\_\_\_. Uncle Sam's rubber farmer. Country gent. 111:164 June 1941
- MacDougal, D. T. Can we grow our own rubber? Guayule is being cultivated on a large scale in California. Sci. Amer. 139:16-19. July 1928. il.
- Machine-made rubber. Lit. dig. 59:25. Dec. 14, 1918. il.
- Manning, P. D. V. Metallurgical methods used in producing rubber. Chem. and met. eng. 38:131-3. March 1931.
- New sources of rubber. Automotive industries. 79:195. Aug. 13, 1938.
- Pearson, H. C. Guayule cultivation a success. Bul. Pan Amer. union 47:88-95. July 1918. il.
- Possibilities of guayule rubber. Agr. eng. 9:91. March 1928.
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- Rubber on bushes; experiments with guayule in California prompt drive for Federal aid for strategic crop. Bus. week p.44-5. Oct. 5, 1940. il.
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- Yeandle guayule rubber recovery process. India rubber world 79:64. Feb. 1929. il.



TECHNICAL LIBRARY - BONNEVILLE POWER ADMINISTRATION

We are indebted to Miss Rosamond F. Aram, Acting Librarian of the Technical Library of the Bonneville Power Administration, for the following regarding the services offered by her library.

"The Administration maintains a Technical Library in the Engineering Annex, 1300 N. E. Union Avenue, Portland, Oregon, for the use of its staff members. On January 31, 1942 the book collection totaled approximately 4,000 cataloged volumes and about 8,000 pamphlets and catalogs. There are, also, about 178 paid periodical subscriptions, and 194 government or state publications received periodically.

"Generally speaking, the following fields have been emphasized in the selection of books and magazines:

1. Electrical engineering, especially in the fields of transmission, distribution and utilization of electric power.
2. Mineral and power resources of the Pacific Northwest.
3. Utilization of mineral resources - mineralogy, geology, metallurgy, and chemistry.
4. Power and utility economics.
5. Market statistics and business indexes of the region.
6. Personnel and public administration.
7. National defense.

"The Library maintains a file of all bills introduced and committee reports of the present session of Congress; the daily issues of the Congressional Record; the Engineering and Industrial Arts magazine indexes; releases of the Bureau of the Census on the 1930 and 1940 Census figures; Moody's Manual of Investments, covering Public Utilities, and Industrial Securities; the Encyclopedia Britannica; American Institute of Electrical Engineer's Transactions for the years 1915 to 1940, inclusive; National Electric Light Association Proceedings, 1922 to 1932, inclusive; American Institute of Mining and Metallurgical Engineers Transactions, 1871 to 1940, inclusive; the American Electro-chemical Society Transactions, 1910 to 1940, inclusive; telephone directories, and many others.

"In addition to answering routine questions of a general nature and technical questions requiring considerable research, the library staff compiles histories of legislative action taken on Interior Department Appropriation Acts, legislation concerning Civil Service, and other matters of importance to the Administration; prepares selected bibliographies on such subjects as Bonneville Dam and the Bonneville Power Administration, manufacture and composition of optical glass, phosphates, aluminum, radio frequency oscillators, carrier current at Boulder Dam, electric testing laboratories, and civilian defense.

Technical Library - Bonneville Power Adm. (Continued)

"Arrangements have been made with the state libraries of Oregon and Washington, the Portland Public Library, Reed College Library, and other regional libraries for inter-library loans."

MISCELLANEOUS PUBLICATIONS.

S. L. A. HANDBOOK. Gives history of the Association, committee personnel, a list of S. L. A. members and other general information.

INSURING AND PLACING INSURABLE VALUES ON YOUR LIBRARY COLLECTION. This article by Mr. W. G. Rich, Assistant Manager, Royal-Liverpool Groups, and President, Fire Underwriters Association of the Pacific, appears in February 1942 issue of Special Libraries.

PRACTICAL CIVILIAN DEFENSE BIBLIOGRAPHY. Wilson's Bulletin, March 1942. A selected list of books and pamphlets on various phases of Civilian Defense.

UNION LIST OF SERIALS. By Winifred Gregory. This list is now on the line-a-type. Publication date is still some months in the future.

Your attention is called to two worthwhile articles in "Quarterly of the National Fire Protection Association", January 1942, Part 1 on substitutes:

SUBSTITUTES. By Curtis R. Welborn, Secretary, Underwriters' Laboratories.  
SUBSTITUTES FOR BRASS FIRE HOSE COUPLINGS.

AMONG OURSELVES.

Congratulations to Miss Theda Spicer on her appointment February 16 as Assistant, California Section, State Library, Sacramento. Miss Spicer was formerly with Safeway Stores, Inc.



SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

APRIL 1942

VOLUME 12

NUMBER 7

SAN FRANCISCO BAY REGION CHAPTER OFFICERS  
AND COMMITTEE CHAIRMEN - 1941-1942.

President

Miss Avis Bryson  
Fire Underwriters Assn. of the Pac.  
San Francisco

Vice-President and Editor

Miss Gertrude K. Searby  
Department of Commerce Regional Office  
San Francisco

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Standard Oil Company  
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"PUTTING KNOWLEDGE TO WORK"

SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 12

April, 1942

Number 7

PAN AMERICAN MEETING

DATE: Thursday, April 16, 1942. 6:15 p. m.

PLACE: Women's City Club Price: \$1.13 including tax.  
Mural Room  
465 Post Street,  
San Francisco, California.

PROGRAM: In keeping with Pan American Week, April 14-18, the theme of this meeting will be Pan Americanism. Miss Avis Bryson will report on activities of SLA Committee for cooperation with special libraries in Latin America. Mrs. Hildegard Millar, of the Bureau of International Relations at University of California, will have on exhibition Latin American documents.

Professor John B. Condliffe of the Political Science Dept. of the University of California, will speak on "Stability of Trade with Latin America, Present and Future". His address will include bibliographical material on this subject. Dr. Condliffe was Research Secretary of the Institute of Pacific Relations, 1926-31; with the League of Nations Economic Intelligence Service 1931-36; and Professor of Commerce, London School of Economics, 1936-40. Among his publications are "A Short History of New Zealand", 1925; "Problems of the Pacific", 1929; "The Reconstruction of World Trade", 1940; and "Agenda for a Post-war World," January 1942.

RESERVATIONS: Please make your reservations by Monday, April 13, 1942.

San Francisco members call: Mrs. Rosa Nicol, SUTter 7700.

East Bay members call: Miss Ellen J. Cornish,  
TWinoaks 1400.

UNION LIST SUPPLEMENT.

Again, we urge you to place your order for the Union List Supplement, which is expected to be ready for distribution within a few weeks' time. To date only three orders have come in. In order to defray the cost of issuance, it is imperative that we have your dollars and cents right now. Bring your remittances to the next meeting if you can possibly do so. Miss Eloise Hoffman has kindly promised to be on hand early and to remain afterwards to take care of advance orders. Or if you like, you can mail your check to Miss Avis Bryson, Fire Underwriters Association of the Pacific, 818 Merchants Exchange Building, San Francisco. Your check should be made out for \$1.55 - \$1.50 cost price plus 5 cents sales tax. THIS IS IMPORTANT!



### MARCH MEETING NOTES.

At the March 19 meeting of the San Francisco Bay Region Chapter, Miss Avis Bryson welcomed the many students of the University of California Library School who attended the dinner meeting. Miss K. Dorothy Ferguson, who is a member of the National Defense Committee of SLA, introduced the speakers. The topic on which they spoke was special libraries and national defense - how the war has affected the activities of the special library.

Miss Edith Schofield, Librarian of the U. S. Forest Service Library, explained that some work could not be described because of censorship regulations, but reviewed some of the activities and interests of the Forest Service Library. Fire protection this year will be especially vital because of the added hazards of fires with huge increase in California population and decrease in number of available fire fighters. Every effort is being made to guard against fire sabotage, especially during the dry season. Increased demand and importance of lumber in national defense makes forest preservation a defense work. The Forest Service has been actively interested in guayule, on roads in relation to strategic minerals, on aerial photography, and camouflage. Mountaineering and snow conditions for ski troops have taken on new significance in national defense.

Mrs. Agnes Reinero, Librarian, Pacific Gas & Electric Company, described the huge program which is being undertaken to assure adequate power supplies. Some of the topics which the Pacific Gas & Electric library has worked on recently are employee identification systems, guarding of power lines, and special first-aid training. An elaborate system has been worked out for the interchange of power at all times. Pacific Gas and Electric Company has been interested in war damage to gas holders and the repair of broken mains. British practices and experiences have been studied. An extremely interesting part of Mrs. Reinero's talk was on blackouts. After so many years' effort for more light to make seeing easier, the lighting engineers are now concentrating on ways of making less light to make seeing more difficult. Blackouts, as a passive defense of war, conceal targets, guides, and make finding of war objectives difficult. Effectiveness is dependent upon complete cooperation of civilians. Mrs. Reinero demonstrated types of lamps and special lighting for use during blackouts.

Mr. W. Lawrence, Librarian of the Western Regional Research Laboratory, U. S. Department of Agriculture, Albany, discussed briefly the reorganization of the Department libraries. The United States war activities have vitally changed the interests and research of the Library. Much work done cannot be discussed because of national defense. Because of the rapid shift in interest, materials are not always readily available for research work. The Regional Research Laboratory is interested in work in agricultural product surpluses - fruits, alfalfa, vegetables, and in proteins.

### MOBILIZING FACTS.

Are you interested in promoting a new special library? If so, you will want a copy of recently issued folder issued under the above title by Special Libraries Association headquarters in New York.



### RUSSIAN SCIENTIFIC PERIODICALS PROJECT UNDERWAY.

The project of compiling a Holding List of Russian Scientific Periodicals has slowly gotten underway. It is hoped that within the next month or so the direction sheet outlining in detail the necessary information to be given will have been drafted and made available to the cooperating libraries.

As the project is planned now, all members of the Science-Technology Group of SLA will be circularized. In order to spare the committee and its chairman time and effort, preliminary cooperation along the following lines has been requested.

1. All members, individual or institutional, of the Science-Technology Group with no holdings of the material in question, please notify the chairman to that effect.
2. All members, individual or institutional, of S. L. A. who do not belong to the Science-Technology Group but do have issues or files of Russian Scientific Periodicals, please send in your request for the direction sheet to the chairman.

Chairman of the Russian Scientific Periodicals Project is Nathalie D. Frank, 512 West 162 Street, New York, New York.

### 1942 NATIONAL CONVENTION.

The National Convention will be held in Detroit, June 18-20, with headquarters at the Statler Hotel. June 18th will be Association Day and a meeting of the Advisory Council will be held that evening. Mr. George A. R. Gilfillan, President of the Michigan Chapter, is the Convention Chairman, with Miss Mary Giblin, Detroit Edison Company, as Program Chairman. The Michigan Chapter members are hard at work, and in extending an invitation to the San Francisco Chapter Mr. Gilfillan writes that advance word from Group Chairmen indicates that these sessions will be especially valuable.

The mobilization of special library resources for national offense will keynote this war emergency conference. The program contemplates a survey of special librarians in the war effort, Western Hemisphere problems and opportunities as well as the disposition of a considerable amount of Association business.

Will members who were originally serving on the Los Angeles Convention committees please send immediately any material or ideas which might be of service in planning the Convention to Mr. Gilfillan, Reference Department, Detroit News, Detroit, Michigan.

### AMONG OURSELVES.

Mrs. Marie Wild, formerly of the Oakland Public Library, is now with the Public Relations Committee, Community Chest of San Francisco.

We regret that change of residence has made it necessary for Mrs. B. H. Dalton to withdraw from membership in our Chapter.



FOREIGN SCIENTIFIC AND TECHNICAL PERIODICALS.

The Joint Committee on Importations, representing seven national library associations, has been working since October 1939 on the problems involved in the importation of library materials in time of war. The Committee now has good reason to believe that it has succeeded in completing negotiations which will make possible the importation during 1942 of a limited number of copies of scientific and technical periodicals and continuations from all countries of Europe, except Russia, Sweden, Switzerland, Spain and Portugal. The Committee also hopes to get into this country at least one copy of every periodical and continuation to which any American library subscribes. If you wish to participate in this plan, write to the Joint Committee on Importations, 630 West 168th Street, New York, N. Y.

DUPLICATE EXCHANGE ITEMS.

Listed below is duplicate exchange material. Call Miss Margaret Miller, Librarian, Standard Oil Company of California, SUTter 7700, if you are interested in obtaining volumes:

American society for testing materials.

A. S. T. M. standards on textile materials. 1941

---- A. S. T. M. Standards on petroleum products and lubricants. 1941.

California. Div. of highways.

Report on the orderly addition of new roads to the California state highway system. 1930.

California. Highway advisory committee.

Report of a study of the state highway system of California. 1925.

California. State department of education.

California's natural wealth, a conservation guide for secondary schools. 1941.

Canada. Bureau of statistics.

The natural gas industry in Canada, 1935. 1937.

---- The petroleum industry in Canada, 1935, 1936. 1937-38.

---- The petroleum products industry in Canada, 1934, 1935, 1936, 1938. 1935-39

Colorado school of mines.

Geophysics in war. 1942.

Congressional directory, 77th Cong., 1st sess. May 1941.

Exporters' encyclopaedia, 1940.

Oil and petroleum year book, 1925.

---- 1932.

Oil price handbook for 1929 including refinery directory.

---- 1930.

---- 1931.

Statesman's year-book, 1937.

Stanford university. Graduate school of business.

Papers presented at first annual Stanford industrial relations conference, 1938.

---- Shift schedules in continuous-process industries. 1939.

Thomas' register of manufacturers, 1937.

U. S. Bureau of public roads.

Report of a study of the California highway system by the U. S. Bur. of public rds. 1922.



-5-  
U. S. Dept. of agriculture.

Agricultural statistics, 1940.

----- Soil survey manual. 1938. Miscellaneous publication 274.

----- Employee training policy. Report of committee on in-service training. 1939.

U. S. Temporary national economic committee.

Monograph 12. Profits, productive activities and new investment. 1941.

27. The structure of industry. 1941.

30. Survey of shareholdings in 1,710 corporations with securities listed on a natl. securities exchange. 1941.

U. S. National resources committee.

Technological trends and national policy. 1937.

U. S. Securities and exchange commission.

Survey of American listed corporations. 1939. 3 v.

Who's who in America, 1934-1935. 1934.

Who's who in engineering, 1922-23.

-----, 1925.

### RECENT PUBLICATIONS.

SUMMARY OF FOREIGN TRADE OF THE UNITED STATES - CALENDAR YEAR 1940. U. S. Department of Commerce. Free.

WARTIME RATIONING.. By Kendrick R. Lee. Outlines briefly supply shortages, and consumer rationing; includes data on rationing of automobiles, tires and tubes, and outlook for extension of consumer rationing. Analyzes consumer rationing in World War I, and reviews European rationing systems in World War II. Available from Editorial Research Reports, 1013 - 13th St., N. W., Washington, D. C.

FINANCING THE WAR. By Tax Institute, 135 S. 36th St., Philadelphia, Pa. \$2.50. Report of symposium conducted in December, 1941 by Institute in Philadelphia. Presented in 6 parts, as follows: Surveying Federal Finances; Excess Profits Taxation; Control of Inflation through Revenue Policies; Adjustments in Easing Impact of Defense Taxes; Defense and War Revenues in Other Countries; Tariffs and International Relations. Concludes with bibliography on subject of war financing.

PUBLIC POLICY DIGEST OF THE NATIONAL PLANNING ASSOCIATION. A guide to significant reports and activities in field of government policy. Published monthly except July and August as a service to its members by the National Planning Association. Membership rates for individuals cover a year's subscription to the PUBLIC POLICY DIGEST and the DIGEST ORDER SERVICE, plus the PLANNING PAMPHLET SERIES, which is devoted to concise reports on national problems. \$5 a year for Member; \$10 a year, Contributing Member; \$100 a year, Sustaining Member. Membership is open to organizations and corporations. Address inquiries and suggestions to Virginia D. Parker, Editor, Public Policy Digest, 800 21st St., N. W., Washington, D. C.



SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

MAY, 1942

VOLUME 12

NUMBER 8



SAN FRANCISCO BAY REGION CHAPTER OFFICERS  
AND COMMITTEE CHAIRMEN - 1941-1942.

President

Miss Avis Bryson  
Fire Underwriters Assn. of the Pac.  
San Francisco

Vice-President and Editor

Miss Gertrude K. Searby  
Department of Commerce Regional Office  
San Francisco

Secretary-Treasurer

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Homemakers' Bureau, Safeway Stores, Inc.  
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Mrs. Rosa Nicol  
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Publication of Union List Committee

Mr. Edwin T. Coman, Jr.  
Graduate School of Business  
Stanford University

Publicity Committee

Mr. W. Lawrence Shaw  
Western Regional Research Laboratory  
U. S. Department of Agriculture  
Albany

Union List Compilation Committee

Miss Margaret Miller  
Standard Oil Company  
San Francisco



"PUTTING KNOWLEDGE TO WORK"

SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 12

May, 1942

Number 8

MAY MEETING

- DATE: Thursday, May 21, 1942. 6:15 p. m.
- PLACE: Marconi Restaurant (formerly Coppa's) Price: \$.88 inc. tax  
241 Pine Street, San Francisco, California.
- PROGRAM: Annual business meeting, reports, election of officers.  
This is final meeting of Chapter year. Members are invited to present for discussion any problems they may have. The meeting will adjourn early to allow time for the University and College Group mentioned below to meet.
- RESERVATIONS: Please make your reservations by Monday, May 18, 1941.
- San Francisco members call: Mrs. Rosa Nicol, Sutter 7700.
- East Bay members call: Miss Ellen J. Cornish, Twinoaks 1400.

REPORT OF THE NOMINATING COMMITTEE

The Nominating Committee of the San Francisco Bay Region Chapter of the Special Libraries Association submits the following slate for the year 1942-43.

- President: Mrs. Dorothy Williams,  
Pan-American Airways
- Vice-President & Editor: Miss Anne M. Avakian  
California Forestry & Range Experiment Station
- Secretary-Treasurer: Miss Ellen J. Cornish  
Reference Department  
Oakland Public Library
- Executive Board Member: Mrs. Agnes G. Reinero  
Pacific Gas and Electric Company

Nominating Committee

(Signed) Edith Schofield, Chairman  
Thelma Hoffman  
Margaret Miller Roca

\*\*\*\*\*  
 \* ATTENTION UNIVERSITY AND COLLEGE GROUP! \*  
 \*  
 \*The University and College Group of the Special Libraries Asso- \*  
 \*ciation has been challenged to prove its right to existence. \*  
 \*The National University and College Group is small, and at the \*  
 \*last National Convention it was impossible to attract enough \*  
 \*members to attend scheduled meetings. Our National Chairman \*  
 \*has asked the San Francisco Chapter of the University and Col- \*  
 \*lege Group to decide whether it would be advisable to organize \*  
 \*at this time. Why? Why not? Has a form group any place in an \*  
 \*organization which is divided into subject groups? These ques- \*  
 \*tions and others will be discussed at a University and College \*  
 \*Group meeting following the regular May meeting of the San Fran- \*  
 \*cisco Bay Region Chapter. All University and College Group mem- \*  
 \*bers are urged to be present. Your recommendations and sugges- \*  
 \*tions are needed to decide the future of the group. \*  
 \*\*\*\*\*

#### APRIL MEETING

Our April 16 meeting was in keeping with Pan American Week. Professor John B. Condliffe of the Political Science Department of the University of California spoke to us on STABILITY OF TRADE WITH LATIN AMERICA.

Latin American origins derive from Europe so it has been natural for South America to look upon Europe as its cultural home. Furthermore, since a number of South American products are in competition with ours, their trade relations have been with Europe for the most part. It is only from Brazil that the United States buys more than she sells. Latin America has tin and other strategic minerals which we are buying and for the development of which we are lending money. Trade agreements for long-term periods are also being made between the United States and Latin American countries. He stated that in the future we may be able to develop multi-lateral trade treaties. The United States must take the leadership in international security and, if we do, it is within our power to make this the kind of world we want. It is therefore important to cooperate with the Argentine Republic and other South American countries in bringing about good trade relations.

Of special interest to librarians were his comments on sources of information regarding Latin American countries. The statistics of these countries are improving through the use of better statistical methods. The League of Nations through its STATISTICAL YEARBOOK and MONTHLY BULLETIN supplies the most reliable statistics because it checks and compares all statistics before publishing them. The Pan American Union is also a good source of information. The Trade Agreements Division of the State Department gathers very good mimeographed or typewritten reports on the economic, social, and political backgrounds of these countries. The Department of Commerce through its FOREIGN COMMERCE WEEKLY and the Department of Agriculture through FOREIGN AGRICULTURE publish information in their respective fields. The Tariff Commission, Bureau of Mines, and other United States Government agencies collect a quantity of useful material on Latin American countries. Some of the national banks of these countries prepare good statistical information.

Mrs. Hildegard Millar, Bureau of International Relations of the University, exhibited documents from various South American countries as well as from various United States Government agencies.



RECENT REFERENCES ON CAMOUFLAGE

This is the third of a series of small annotated bibliographies covering a phase of national defense, prepared at the instigation of Miss K. Dorothy Ferguson, member of the Research and Planning Committee, California Council for Defense. This bibliography has been prepared by Miss Edith Schofield, Librarian, U. S. Forest Service, 760 Market St., San Francisco, California. The references are selected from a longer list now in preparation. Those who wish to have a copy of the final list may obtain it by writing to Miss Schofield.

- Amalia, K. F. The arborist and camouflage. Trees 5:14-15. Mar.-Apr. 1942.  
How the professional arborist can work with Army engineers; references.
- Breckenridge, R. P. The use of trees in camouflage. Trees 4:7,15. Sept.-Oct. 1941. Need for decentralization of communities, irregularities of units and use of trees as an adjunct to concealment.
- Camouflage. Fortune 25: 78-83. Mar. 1942. Two methods - concealment and confusion of identity - are described and illustrated with colored photographs of models.
- Chesney, C. H. R. Art of camouflage. Toronto, Ryerson Press, 1941. 252 p. \$2.75.
- Civilian defense: camouflage, protective concealment. Architectural forum 76: 14-25. Jan. 1942. Competent survey of problem; list of references.
- Clark, W. and Arnold, R. R. Military uses of photography from the air. Military engineer 33:357-362. Sept. 1941. Contains data on photographing concealed installations to test their effectiveness.
- Glover, C. W. Civil defense: a practical manual presenting with working drawings the methods required for adequate protection against aerial attack. 3d ed., rev. and enl. Brooklyn, N. Y., Chemical pub. co., 1941. 794 p. \$16.50. Camouflage: p.555-608; Appendix VI, Camouflage paint surfaces chart.
- Kadel, G. W. Color and camouflage. Paint oil and chemical review 104: 13-14, 42. Mar. 12, 1942. Use of color and factors of texture and reflection; suggestions on eliminating shadows.
- Keating, K. J. Effective camouflage as means of protecting oil property. Oil and gas journal 40: 225-226. Mar. 26, 1942.
- Prentiss, A. M. Civil air defense; a treatise on the protection of the civil population against air attack. New York, Whittlesey house, 1941. 334 p. \$2.50. Chapter on protective concealment.
- Rickard, Greville. Camouflage - then and now. Military engineer 23:189-197. April 1942. Experience gained in World War I forms basis for practice today; developments discussed and evaluated.
- Root, R. R. Camouflage with planting. Chicago, Ralph F. Seymour, publisher (410 S. Michigan Ave.) 1942. 72 p. \$1.50. A valuable discussion of camouflage principals; values of foliage with regard to aerial photography and visibility; plant zone tables on basis of leaf characteristics, color and plant height.
- Saint-Gaudens, Homer. Concealment needs. Military engineer 34:4-7. Jan. 1942. Many aspects of problem with complexities and chief difficulties emphasized.
- Selection and testing of materials for camouflage. Military engineer 33:526-527. Nov. 1941. Account of research work at Fort Belvoir, Va. in laboratory tests of paint and field tests of materials and installations.
- U. S. Office of civilian defense. Civilian defense, protective concealment. 1942. 68 p. 25¢. Comprehensive treatment on concealment from aerial observation prepared by the War Dept.; tables give materials and costs, tentative planting lists; detailed illustrations.



U. S. War dept. Camouflage. 1940. 52 p. 15¢. (Field manual 5-20).

Wallace, E. D. Camouflage exhibit at the Franklin institute. Scientific monthly 54: 484-487. May 1942. Description of scale models of areas of production before and after camouflage.

Wessman, H. E. and Rose, W. A. Aerial bombardment protection. New York. J. Wiley & sons, 1942. 372 p. \$4.00.

Wittman, K. F. Bird's-eye planning: new factor in industrial building design. Architectural record 88: 74-79, 118. Sept. 1940. Arrangement of factory sites with photographs and diagrams; suggestions for decentralized planning, irregular grouping, planting on roofs and parking areas; check-list of factors involved.

#### NATIONAL WAR EMERGENCY CONVENTION - JUNE 18-20, 1942.

Preparation for the National War Emergency Convention at Hotel Statler, Detroit, Michigan, emphasizing war service and hemisphere relations, is well under way. Lack of time and the necessity for meeting the requirements of a heavy business calendar compels abandonment of social activities. Replacing the annual banquet, informal dinner meetings will serve both to expedite the disposition of business matters and to maintain the close personal association of the delegates which has been a feature of other yearly conventions. Those who plan to attend the Convention this year will find transportation and hotel rates together with a brief program of events in the April issue of SPECIAL LIBRARIES.

In her message to members, Miss Laura A. Woodward, National President of S. L. A., states:

"Attendance this year will in all probability mean sacrifice and inconvenience to most of us. If, as seems probable, our best contribution to the nation's war effort lies in doing our own jobs better than ever before, the attendance of a large number of our members is imperative. The function of special librarians can easily take on a new importance with the growth of research demands already apparent. We need to muster our forces if we are to meet them."

#### HAVE YOU PLACED YOUR ORDER FOR THE NEW UNION LIST?

If not, mail your check for \$1.55 - \$1.50 cost price, plus 5 cents sales tax to Miss Avis Bryson, Fire Underwriters Association of the Pacific, 318 Merchants Exchange Building, San Francisco. Your advance order will be greatly appreciated.

#### PUBLICATIONS.

OFFICIAL CATALOG OF DOCUMENTS, REPORTS OR MAPS. Compiled and distributed by Supervisor of Documents, State of California, Sacramento, California. This monthly loose-leaf service shows titles and costs for documents and maps issued by State of California agencies during each preceding month.

INTERSTATE TRADE BARRIERS AND MICHIGAN INDUSTRY, 1941. Study of University of Michigan in cooperation with U. S. Department of Commerce and other federal and state agencies on trade barrier problem. (Econ. Series 15. 15¢. Govt. Printing Office, Washington, D. C.)

GUIDES AND AIDS TO PUBLIC DOCUMENTS, 1941. Prepared by Jerome K. Wilcox, University of California. Appears in March and April, 1942 issue of SPECIAL LIBRARIES.



SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

September 1942

Volume 13

Number 1

SEPTEMBER MEETING

DATE: Thursday, September 17, 1942. 6:15 p.m.

PLACE: MURAL ROOM, WOMEN'S CITY CLUB, 465 Post Street,  
San Francisco Price:\$1.29 including tax

PROGRAM: After dinner, the Association will visit the NATIONAL  
BROADCASTING COMPANY, located in the new building at  
Taylor and O'Farrell Streets. Miss Kathleen Moore,  
will tell us about her library after which she will take  
us on a tour of the studios.

RESERVATIONS: Please make your reservations by Monday, September 14.

San Francisco members call:  
Miss Kathleen Moore, NBC librarian  
Graystone 8700

East Bay members call:  
Miss Florence Marr, Oakland Public Library  
Twinoaks 1400

If it is not possible for you to attend the dinner, please meet the  
group at the NBC building by 7:45 p.m.

\*\*\*\*\*

Please notify the secretary, Miss Ellen Cornish, of any change in  
address so that the Bulletin will reach you without delay. You may  
reach her by writing to the Oakland Public Library, or by calling  
Twinoaks 1400.

PUTTING KNOWLEDGE TO WORK"

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MAY MEETING

On May 21, 1942 the annual business meeting of the chapter was held at Marconi Restaurant. Reports of officers and committee chairmen showed evidence of work well done under the guidance of Miss Avis Bryson, president. The report of the nominating committee was accepted, and those elected for 1942-43 were Miss Dorothy Andrews, President; Miss Anne Avakian, Vice-Pres. and Editor; Miss Ellen J. Cornish, Secretary-Treasurer, and Mrs. Agnes Reinero, Executive board member. Following the meeting Miss Gladys Andrews of Stanford called together the University and College Group to discuss whether or not it should continue its existence. It was decided to discontinue the group so that there would not be another diversion of members' interests from the general chapter meetings.

SEPTEMBER MEETING

Beginning this month announcements of meetings will be found inside of the front cover. The list of officers and committee chairmen which formerly occupied that space has been moved to the last page of the bulletin.

FOR A DOUBLE VICTORY

Probably the most important job of the year is for us to pay off the \$100.00 which we owe to National. Not everyone knows that the National organization very kindly loaned us \$250.00 in 1938 to help finance the publication of our UNION LIST OF SERIALS. Of this we have repaid \$150.00, and now owe only \$100.00.

Naturally we want to pay off this debt and maintain our good credit. For this purpose we are going to have a drive. Tickets will be printed and each ticket will be a receipt for a 25¢ donation. We hope you will all want to make as many of these 25¢ contributions as possible, and will ask your friends to contribute also. On October 15th, at our second meeting of the year, we will hold a drawing, and one of those people who contributed will be presented with a \$25.00 Victory bond. Thus S. L. A. hopes to pay off its debt and help with the War effort at the same time!

Mrs. Marjorie P. Madison of the Standard Oil Company Library has consented to serve as chairman of the Publications and Defense fund drive for clearing our debt. Tickets may be secured from her at the September meeting. LET'S PUT OUR MONEY TO WORK!

He is rich who owes nothing.

... Hungarian proverb



### THE UNION LIST

Those of you who were at the May meeting had an opportunity to see the 1937-41 Supplement to the Union List of Serials. To Miss Margaret Miller and her assistants we owe a sincere word of appreciation for bringing this fine work to completion. Copies are yet available and may be secured from Miss Avis Bryson, Fire Underwriters' Association of the Pacific, Merchants Exchange Building, San Francisco, California. And if you haven't the original compilation you may secure that from the Stanford University Press. Here are the prices:

Union list supplement ---	\$1.50 plus 5¢ tax.	Total	\$1.55
Union list	\$5.00 plus 15¢ tax.	"	5.15

### TECHNICAL LIBRARY FACILITIES COMMITTEE

An encouraging step forward was taken by the San Francisco Chamber of Commerce when it organized a Technical Library Facilities Committee. Its purpose is to find ways and means of bringing information within easy reach of workers in varied industrial and research activities in the Bay area. There are a number of organizations which are without libraries, but they receive useful technical trade journals usually not available from sources in the Union List of Serials. A central clearing house would be a very helpful agency in directing technicians to sources of information. Dr. Dozier Finley of the Paraffine Companies, Inc. is chairman of the committee. Members are Anne Avakian, U.S. Dept. of Agriculture; Edwin T. Coman, Jr., Graduate School of Business, Stanford University; Anita M. Crellin, Library of Economic Research, University of California; Louis F. LeHane, San Francisco Chamber of Commerce; Anita F. Levy, Business Branch, San Francisco Public Library; Margaret M. Millor, Standard Oil Company of California; William Lawrence Shaw, Western Regional Research Laboratory, and Jerome K. Wilcox, University of California.

### A NEW LIBRARY

The San Francisco Branch of the United States Department of Agriculture Library was organized in July at 1028 Phelan Building. Its collection is derived from the U.S. Forest Service Library in San Francisco and the California Forest and Range Experiment Station, Bureau of Agricultural Economics, and Soil Conservation Service in Berkeley. Miss Signe R. Ottorsen, formerly of Washington, is the librarian; Miss Edith Schofield is assistant librarian, and Miss Anne Avakian is reference librarian for Department of Agriculture workers in the East Bay. The Western Regional Research Laboratory maintains its separate collection as a sub-branch, with Mr. Lawrence Shaw as librarian.

### WANTED

Do you have a file of the periodical THE CRIPPLED CHILD, particularly for 1937? Mr. John B. Kaiser, Librarian of Oakland Public Library will be pleased to know what copies you have. Please telephone to him at Twinoaks 1400.



DOWN BUT NOT OUT!

There's an unfinished underground railway station in London which assumed a new role when the blitz hit London. It became an ideal shelter for about 6000 persons and provides canteen, medical, and recreational facilities. But that's not all. Off at one end in a space about 15 feet square is the Tube Shelter Library which keeps a clock, a counter, and some bookcases. And of course some books,- about 3000 volumes of fiction, 750 children's books and 250 works of non-fiction. Naturally light reading takes the lead, but you'll find some of your favorite works of Dickens, Fielding, and Austin, not to mention more recent authors such as Charles Morgan, Steinbeck, and Hemingway. In the drama section you'll find Shaw and Moliere. Library hours are from 5:30 p.m. to 8 p.m., and books are loaned for three weeks. If you want to know more about this library read Stanley Snaith's article A tube shelter lending library in LIBRARY REVIEW, no.61, p.154-158. Spring 1942.

AMONG OURSELVES

Our chapter may well be proud of its first member in the war,- Lieutenant Edwin T. Coman, Jr. of the United States Army Air Corps. He left August 25 for Miami, Florida for initial training. Our good wishes follow him. Miss K. Dorothy Ferguson, Librarian of the Bank of America, is serving as a member of the Committee on Research and Planning of the State Council of Defense. As a volunteer worker Miss Nell Gervais is spending two nights a week cataloging publications for the Gas Division of the Office of Civilian Defense at 525 Market Street.

NEW MEMBERS

Mr. William E. Dolton, 111 Sutter Street, San Francisco, California  
Miss Florence Marr, Reference Department, Oakland Public Library, Oakland, Calif.

PUBLICATIONS

- AN INDEX TO INDEXES; a subject bibliography of published indexes, By Norma O. Ireland. Boston, F.W. Faxon Co., 1942. 107 p. \$1.75
- OFFICIAL WAR PUBLICATIONS; guide to state, federal, and Canadian publications. By J. K. Wilcox. Berkeley, Bureau of Public Administration, 1942. 212 p. Mimeographed. \$1.50 including tax.
- SUGGESTED LIST OF SUBJECT HEADINGS FOR WORLD WAR II. Comp. by the Illinois state library, Springfield, Illinois. 2 p. Mimeographed.
- UNITED STATES GOVERNMENT PERIODIC PUBLICATIONS; a descriptive list comp. by the Washington, D. C. chapter, S.L.A. 1942. 87 p. \$2.00 (Copies available from Special Libraries Association, 31 E. 10th St., N.Y.) The chairman of the committee which compiled this work is Jeannette Hagan, a former member of our chapter.
- WAR SUBJECT HEADINGS FOR INFORMATION. Comp. by various S. L. A. members. 1942. 56 p. \$1.10. (May be obtained from Special Libraries Association, 31 E. 10th St., N. Y.)

SAN FRANCISCO BAY REGION CHAPTER OFFICERS  
AND COMMITTEE CHAIRMEN, 1942-1943

President

Miss Dorothy Andrews, Pan American Airways,  
Treasure Island, San Francisco. Garfield 3645

Vice-President & Editor

Miss Anne M. Avakian, U.S. Dept. of Agriculture,  
2887 Telegraph, Berkeley. Ashberry 8310

Secretary-Treasurer

Miss Ellen J. Cornish, Oakland Public Library,  
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Executive Board Member

Mrs. Agnes G. Reinero, Pacific Gas and Electric  
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Defense Committee

Miss Regina E. Chadwick, Standard Oil Company of  
California. San Francisco. Sutter 7700

Duplicate Exchange Committee

Miss Elizabeth Nutting, Shell Development Company,  
San Francisco. Exbrook 5400

Employment Committee

Miss Jeannette G. Gormley, Standard Oil Company  
of California, San Francisco. Sutter 7700

Membership Committee

Mr. Lawrence Shaw, Western Regional Research  
Laboratory, Albany. Landscape 5-2244.

Program Committee

Miss Corinne Clark, Wine Institute, San  
Francisco. Douglas 5116

Publicity Committee

Mrs. Elena Sevo, Paraffine Companies, Inc.  
Emeryville. Olympic 8400

Union List Compilation

Mrs. Rosa Nicol, Standard Oil Company of Calif.,  
San Francisco. Sutter 7700

Union List Sales

Miss Avis Bryson, Fire Underwriters Association  
of the Pacific, San Francisco. Sutter 8823

SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

October 1942

Volume 13

Number 2



OCTOBER MEETING

Special Libraries Association  
San Francisco Bay Region Chapter

DATE: Thursday, October 15, 1942. 6:15 p.m.

PLACE: Isle of Capri, 550 - Green St.  
San Francisco Price: \$1.29 including tax

PROGRAM: (Take F car on Stockton, get off at Green)  
The speaker at our meeting is to be Special Agent  
R. A. LAPACHET of the Federal Bureau of Investigation,  
U. S. Department of Justice.

VICTORY BOND DRAWING WILL TAKE PLACE AFTER DINNER!!!

RESERVATIONS: Please make your reservations by Monday, October 12.

San Francisco members call:

Miss Kathleen Moore, National Broadcasting Co.  
Graystone 8700

East Bay members call:

Miss Florence Marr, Oakland Public Library  
Twinoaks 1400

Please notify the secretary, Miss Ellen Cornish, of any change in address so that the Bulletin will reach you without delay. You may reach her by writing to the Oakland Public Library, or by calling Twinoaks 1400.

## "PUTTING KNOWLEDGE TO WORK"

### SPECIAL LIBRARIES ASSOCIATION SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 13

October 1942

Number 2

#### OCTOBER MEETING

Come share in the fun of the Victory Bond drawing, and hear an interesting speaker too. See the opposite page for the full program of our meeting on October 15.

#### SEPTEMBER MEETING

President Dorothy Andrews called to order the first meeting of the season at the Women's City Club in San Francisco on September 17. After the dinner and a brief business meeting we adjourned to the National Broadcasting Company's new building at Taylor and O'Farrell. Miss Kathleen Moore, the librarian, had arranged for a tour of the building. To most of us it was a veritable wonderland,-- studios large and small, zig-zag walls, electrical transcriptions in the making, hanging mikes, buttons and lights galore, the traffic room, the news room with its clocks telling the vital news from everywhere. We were delighted by Maestro Gaetano Merola rehearsing "Faust" for an opera broadcast later in the evening. After the tour Miss Moore gave us an opportunity to see her library and she explained the library's part in the preparation of radio programs,-- in fact the library is often the starting point of a program. We were reluctant to leave, but Miss Moore extended a gracious invitation for a return visit. She will be pleased to arrange for groups of two to four to visit the studio provided she is notified in advance. Thank you Miss Moore and National Broadcasting Company for a fascinating evening.

The palm (or should we say a rubber tire!) to Miss Alberta Fish and Miss Evelyn Huston for driving from Sacramento to attend our meeting. Miss Fish is with the U. S. Employment Service and is active in keeping alive special library interests in Sacramento. Miss Huston heads the Documents Section of the State Library, replacing Miss Alice Haines who retired August 31. Nor do we overlook the librarians who drove up from Stanford University. We hope you can come again.

#### PUBLICATIONS AND DEFENSE FUND DRIVE

Tickets! tickets! who's got the tickets? If you still have a few you have not been able to sell, please return them as soon as possible to Mrs. Marjorie Madison, Standard Oil Company, 225 Bush Street, San Francisco. She can then distribute them to members who have an opportunity to sell them. The money for tickets you have already sold should also be sent to Mrs. Madison at once so that she can settle her accounts before the drawing on October 15. Act now and save Mrs. Madison the extra job of communicating with you.



## SPECIAL LIBRARY TRAINING IN THE SCHOOL OF LIBRARIANSHIP

Because the times seem to presage a need for more special librarians, particularly in federal service, the School of Librarianship inaugurated in the spring semester of last year a course in special library practice which was selected by twelve students. Some years ago tentative experiments were made in offering this instruction, mostly in the form of securing the services of an outstanding special librarian in this area to give a few classes, usually about six, in a general administration course. It was, however, our experience then that most of the special librarians had a very intense knowledge of some particular type of special library, for example, that of a bank, an oil corporation, or of some particular state or federal department, and that the tendency was to pass on this very particular type of experience rather than to generalize, as seems more desirable when instructing students who do not know exactly where they are going. Therefore, in planning this new two unit separate elective course, it was decided to have most of the instruction given by regular members of our faculty, who because of their particular subjects or experience could give generalized information.

Under this plan Miss Edith M. Coulter gave the general introduction and devoted her classes to explaining the kind of service required of special libraries and of the different kinds of such libraries to be found in public service or business concerns. Mr. Fulmer Mood then gave instruction in abstracting and in précis writing, a field in which he had had considerable experience, and Miss Della J. Sisler carried the course forward with classes in indexing and in filing. With all these technical classes were associated practical problems. Mr. Mood then gave a couple of classes in office management and Thomas Dabagh, librarian of the Los Angeles County Law Library, who was responsible for suggesting that such a course be given, came to Berkeley and gave talks on administration and office appliances in special libraries. In addition to the weekly lectures, one afternoon each week through the semester was given to field work and our students spent a couple of hours in each of about a dozen special libraries, beginning with those in the University and on to several of the outstanding special libraries in San Francisco. This we believe was a very important part of the course and for its success we have to thank the many special librarians - too numerous to mention - who so cheerfully and effectively introduced our students to the work of their particular organizations. It is hoped that, even though the class be not large, this course will be offered again next spring.

Sydney B. Mitchell, Director  
School of Librarianship  
University of California

BRITISH INFORMATION SERVICE is located at 260 California Street, and Miss Virginia Herts is Information Officer. We hope to have more about the Service in a later issue.



DO YOU HAVE ONE?

If not, you may still obtain a copy of the Supplement to the UNION LIST OF SERIALS by writing to Miss Avis Bryson, Fire Underwriters' Association of the Pacific, Merchants Exchange Building, San Francisco, California. The original compilation is available from Stanford University Press, Calif. Prices are: Union list supplement \$1.50 plus 5¢ tax. Total \$1.55  
 Union list \$5.00 plus 15¢ tax. Total \$5.15

PUBLICATIONS

DUPLICATE EXCHANGE LIST no. 1, Sept. 1942. Issued by Pacific Aeronautical Library of the Institute of the Aeronautical Sciences, 6715 Hollywood Blvd., Hollywood, California.  
 A GUIDE TO LIBRARY FACILITIES FOR NATIONAL DEFENSE: ed. by Carl L. Cannon for the Joint Committee on Library Research Facilities for National Emergency. Chicago, A. L. A., 1941. 448 p. planographed. \$2.50  
 LIST OF BOOKS ON MODERN MILITARY SCIENCE. Special Libraries, September 1942.  
 THE STOWAGE RED BOOK: a practical handbook for those engaged in production, transportation, stowage, handling and warehousing of goods. An everyday guide for the producer, transporter, packer, warehouseman, distributor and engineer. Comp. and ed. by H. R. Hanlin, W. W. Weller, C. J. Fagg. N. Y., Traffic pub. co., 1941. \$10.00

NEW MEMBERS

Our membership chairman, Mr. Shaw, reports that since our last meeting we have a new associate member, Miss Rose C. Suttoy, 60 Sea Cliff Ave., San Francisco. Miss Suttoy is in the Reference Department of the San Francisco Public Library. Mrs. Millicent Lawrence, who is the Assistant State Supervisor of the War Services Project at 49-4th St. in San Francisco has joined as an Active member. Our other new member is Miss Evelyn Wild, Berkeley Public Library, Berkeley. S. L. A. members who have recently come from the East are Miss Signe R. Ottorsen of the U. S. Department of Agriculture Library, San Francisco Branch at 1028 Phelan Building, and Miss Virginia Herts, British Information Service, 260 California Street, San Francisco.

AMONG OURSELVES

In the September issue of the California Library Association Bulletin is a note about our new officers for the year as well as an announcement on the availability of the UNION LIST OF SERIALS.

The fundamentals of justice are that no one shall suffer wrong, and that the public good be served.

---- Cicero

SAN FRANCISCO BAY REGION CHAPTER OFFICERS  
AND COMMITTEE CHAIRMEN, 1942-1943

President

Miss Dorothy Andrews, Pan American Airways  
Treasure Island, San Francisco. Garfield 3645

Vice-President & Editor

Miss Anne M. Avakian, U.S. Dept. of Agriculture  
2287 Telegraph, Berkeley. Ashberry 8310

Secretary-Treasurer

Miss Ellen J. Cornish, Oakland Public Library  
Oakland. Twinoaks 1400

Executive Board Member

Mrs. Agnes G. Reinero, Pacific Gas & Electric  
Company, San Francisco. Sutter 4211

Defense Committee

Miss Regina E. Chadwick, Standard Oil Company  
of California. San Francisco. Sutter 7700

Duplicate Exchange Committee

Miss Elizabeth Nutting, Shell Development Co.  
San Francisco. Exbrook 5400

Employment Committee

Miss Jeannette G. Gormley, Standard Oil Company  
of California, San Francisco. Sutter 7700

Membership Committee

Mr. Lawrence Shaw, Western Regional Research  
Laboratory, Albany. Landscape 5-2244

Program Committee

Miss Corinne Clark, Wine Institute, San  
Francisco. Douglas 5116

Publicity Committee

Miss Elena Sevo, Paraffine Companies, Inc.  
Emeryville. Olympic 8400

Union List Compilation

Mrs. Rosa Nicol, Standard Oil Company of  
Calif., San Francisco. Sutter 7700.

Union List Sales

Miss Avis Bryson, Fire Underwriters Assoc.  
of the Pacific, San Francisco. Sutter 8828

SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

November 1942

Volume 13

Number 3



NOVEMBER MEETING

DATE: Thursday, November 19, 1942 6:15 P.M.

PLACE: El Jardin Restaurant Price: \$1.29, including tax  
22 California Street  
San Francisco, California

PROGRAM: After dinner, the Association will visit the California Packing Corporation, 101 California Street, San Francisco. Miss Nell Gervais, librarian of the research department, has planned a colored moving picture dealing with the canned food industry. After the movie, we will make a tour of the library and laboratory, and Mr. Leslie, Chief Chemist, will speak on the functions of the research department. Members who do not attend the dinner may meet at 240 Front Street at the corner of California at 8:00 P.M.

RESERVATIONS:

Please make your reservations by Monday, November 16, 1942.

San Francisco members call:

Miss Kathleen Moore

Graystone 8700

East Bay members call:

Miss Florence Marr

Twinoaks 1400

## "PUTTING KNOWLEDGE TO WORK"

### SPECIAL LIBRARIES ASSOCIATION SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 13

November 1942

Number 3

#### NOVEMBER MEETING

Our last meeting in 1942 will take place November 19,- see the opposite page for complete details of the program.

#### THE OCTOBER MEETING

The second dinner meeting of the year was on October 15 at the Isle of Capri restaurant. Miss Dorothy Andrews, president, introduced our guest speaker, Special Agent R. A. Lapachet of the Federal Bureau of Investigation. After a brief outline of the organization of the FBI and its 56 field offices, Mr. Lapachet enlarged upon the present responsibilities and functions of the FBI. On the one hand there are the usual crimes which have tended to increase because of conditions created by social and economic changes in the population. On the other hand the FBI must cope with sabotage and espionage in order to safeguard the war industries. Although the personnel of the organization has been increased, it is still a tough job to maintain a strong home front for the war effort. Libraries and other social and educational agencies can be effective mediums for developing sound communities.

The other feature of the evening was the drawing for the Victory war bond and war stamps. The winners were:

Betty Lou Ackert	\$25.00	war bond
Vera Mae Slaughter	10.00	" stamps
Jeannette Wood	7.50	" "
Regina Chadwick	5.00	" "

But the grand prize of one hundred dollars was won by the Chapter's treasury. Of course the money is already on its way to National to pay off the loan which National had made to us in 1938 for financing the UNION LIST OF SERIALS. The spirited cooperation of all the members helped make the drive a success, but we feel that special mention should be made of Ellen Cornish, Jeannette Hitchcock, and Anita Levy who sold the greatest number of tickets. To Mrs. Marjorie Madison, who undertook the responsibility of conducting the drive, we say THANK YOU for the fine work she did in bringing the campaign to such a successful conclusion.

#### DO YOU HAVE A FREE SATURDAY OR SUNDAY?

Why not give it to your country by helping to harvest desperately needed crops. If you telephone Miss Gorton of the U. S. Employment Service at Hemlock 3800 a few days before you plan to go out, she will tell you what work is available, how to get there, etc. The exercise will be good for you and the satisfaction of helping your country will be even greater.



## WAR INFORMATION SERVICE OF THE OAKLAND PUBLIC LIBRARY

In August 1941, the Oakland Public Library was asked to organize a library in the City Hall for the newly formed Oakland Defense Council. In the days immediately following Pearl Harbor, this special library in the office of the Defense Council and its twin collection in the public library were put to intensive use in the training of wardens and other volunteers. It is still operating as a station, or "branch," of the reference department, which selects the greater part and catalogs all of its material, maintains its card index, and compiles frequent typewritten or mimeographed lists of its accessions.

Other types of war information are centered in the reference department, which includes documents, periodicals, and circulating non-fiction. Aside from the dominant interest in the progress and issues of the war, the most urgent present needs are for information relating (1) to specific occupations (civil and military) - their requirements and training opportunities, and (2) to wartime laws and regulations and the agencies charged with their administration. For such information, recourse must be had to current materials (loose-leaf "services," pamphlets, periodicals, newspapers), and they must be processed by methods more commonly used in special libraries than in general reference departments. This work is divided among the Oakland reference staff. Three daily papers are marked for clipping, each by a different person; the indexing of periodicals is similarly shared; one assistant maintains an index to material on occupations together with a card register of East Bay training classes; another keeps up-to-date a list of all pending civil service examinations; the documents librarian is alert in expediting the receipt and processing of government publications; one of the staff has specialized in information on the armed forces; several have compiled highly selective reading lists, known as "guides to sources of information," which supplement a special card index to war information.

Begun as a directory of local war service agencies, this index is becoming an important tool for coordination of information. Except for civil defense material (which is arranged and indexed by a special classification\*), it is an alphabetic subject list, containing (1) references to headings used in information files, (2) references to names of agencies, (3) digests of information (chronologically arranged), and (4) analytic cards for subjects treated in periodicals, pamphlets and books.

Participation in the organization and indexing of materials affords to the reference staff a sure means of becoming intimately acquainted with their contents, and so contributes much to the effectiveness of service at the information desks.

Mabel W. Thomas, Head  
Reference Department  
Oakland Public Library

\* An outline appeared in Library Journal, January 15, 1942, p.76.



### CAN YOU SPARE ONE?

The Army and Navy need typewriters. Normally these would be purchased from manufacturers, but now typewriter manufacturers are making guns and instruments. There is a need for 600,000 machines, and the government looks to American business for help. The War Production Board, through the U.S. Treasury Procurement Division, will buy standard makes and models of typewriters built since January 1, 1935. No portables will be accepted. The WPB urges that a reappraisal of typewriter use be made within each organization. By replanning your work perhaps you can release a machine which can be used on a bomber, cruiser, or destroyer. Persons desiring to sell typewriters should contact Mr. Fred W. Beecher, War Production Board, 1355 Market Street, San Francisco, California.

### DUPLICATE EXCHANGE LIST

Miss Elizabeth Nutting, chairman of the Duplicate Exchange Committee reports that the first of two duplicate exchange lists will be out very soon. Every library represented in our membership, as well as individual members who so request, will receive a copy. Some libraries have already submitted their lists, but if you are not among the contributors take time now to note the items you will give away. A short "want list" will also be included, so it might be worthwhile for you to jot down your most pressing "wants." Get your lists in by November 15 if possible. Send them to Miss Elizabeth Nutting, Shell Development Company Library, 100 Bush Street, San Francisco.

### NEW MEMBERS

Our membership chairman reports the following new members, - we welcome them into our group and hope that they will enjoy the activities of the group:

Miss Virginia R. Ravenscroft  
Paraffino Companies  
Powell Street  
Emeryville, California

Miss Dorothy Simpson  
Safeway Stores  
Oakland, California

Miss Gwendolyn Tracy  
U.S. Navy  
Federal Building, San Francisco, Calif.

### AMONG OURSELVES

Miss Catherine Dompe, Librarian of the North American Investment Corporation, San Francisco, is now Mrs. Paul Bracken. Mr. Pierre Rocq of the Research and Development Department of the Standard Oil Company, of California, Richmond, is serving with the Merchant Marine.

## A MESSAGE FROM ELMER DAVIS TO AMERICAN LIBRARIANS

One of the first acts of the Japanese in the Philippines was to destroy an American library. The policy of the Nazis and the Fascists toward libraries, librarians, writers of books and readers of books has long been familiar to us. The Japanese by their act of barbarism adopted the Nazi policy for themselves.

But they did more than that. They brought directly home to Americans the menace of this war to American civilization, American culture and American books - as well as those who use American books, produce American books and care for American books. Most of us have realized for a long time that we Americans were not immune. The fact is now made apparent to all of us.

The consequence is to underline emphatically the positions of librarians in this war. They are combatants from this time on in all countries where free libraries and a free culture still exist. As combatants they have a right to know what their combatant duties are - in what ways they can fight back and what fronts are committed to their charge.

Library associations and meetings of librarians all over the country have been devoted for many months to the consideration of these problems. From my point of view as the Director of the Office of War Information, there is one front on which the services of librarians are urgently required. Librarians occupy a position in American life which enables them to see to it that the people of this country have the facts before them.

Teachers and writers can and do perform useful services on this front, but neither writers nor teachers have at their disposition in their professional work the facilities which the librarian employs. The librarian has around him, or should have, the books in which the facts are presented - the books in which the problems are posed, the considerations are reviewed and the facts are made evident. Librarians in their professional duty are constantly concerned with the problem of directing their readers to the materials which their readers require. In the present war as never before, this duty of librarians assumes a first and pressing importance and librarians in consequence carry a responsibility such as they never carried in our history.

I have been gratified to note the concern of the various library associations with this problem. The Office of War Information would be happy indeed to be of service to these associations and to individual librarians in meeting the various problems which have presented themselves. A part - and one of the most important parts of the work of the Office of War Information - can only be successfully performed with the cooperation of American libraries and American librarians. I am profoundly grateful for the offers of cooperation which have come to me and I for my part should like to offer in return the fullest cooperation by my office and all its members. American librarians have already taken up the challenge with which this war has faced them. I should like to work beside them in the common cause.

Gratitude is the heart's memory.

--- French proverb



## RECENT PUBLICATIONS

DIRECTORY OF FEDERAL OFFICES IN SAN FRANCISCO AND THE BAY AREA. Comp. by San Francisco Chamber of Commerce. San Francisco, 1942. 22 p. Mimeo.

INDEXING AND ALPHABETIZING SIMPLIFIED. By Vera A. Avery and Freida Kraines. N. Y., Pamphlet distributing company, 313 W. 35th St., 1942. 19 p. 50 ¢ -- quantity rates quoted on request.

PUBLIC ADMINISTRATION LIBRARIES. By a Committee of the Social science group of the Special libraries association, 1941. \$1.50. Available from Public Administration Service, 1313 East 60th Street, Chicago.

RUBBER PRODUCING PLANTS (other than guayule and rubber trees) Comp. by M. E. Paddick. Fort Collins, Colorado State College Library, 1942. 9 p. Mimeo.

SABOTAGE AND ITS PREVENTION. Comp. by Dorothy Tompkins. Berkeley, 1942. (War bibliographies no. 1 of the University of California Bureau of Public Administration) 35 ¢

SPECIAL LIBRARIANSHIP AS A CAREER. By Ruth Savord. New London, Conn., Inst. of women's professional relations, Conn. college, 1942. 15 p. 15 ¢

WAR EFFORT INFORMATION MANUAL FOR SAN FRANCISCO. Comp. by J. L. Delkin. San Francisco, 99 So. Van Ness Ave., 1942. 50 ¢

More than 500 publications of various federal departments and agencies have been discontinued or curtailed for the duration. For a complete list of titles consult VICTORY for September 29, 1942, p.26-29.

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## DID YOU KNOW

That if you are not a member you may join up as an Associate member for \$2.00 or an Active member for \$5.00?

That the next issue of the Chapter Bulletin will appear in January? If you have any news notes about yourself or your library send them to the Editor by December 24.

That copies of the UNION LIST OF SERIALS are yet available? Write or telephone to Miss Avis Bryson if you want to purchase a copy. Her address is on the last page of this bulletin.

That for 35 ¢ you may purchase a copy of the S.L.A. Handbook containing a list of members and the constitution and by-laws of our association? Copies will be available at our November meeting.



SAN FRANCISCO BAY REGION CHAPTER OFFICERS  
AND COMMITTEE CHAIRMEN, 1942-1943.

<u>President</u>	Miss Dorothy Andrews, Pan American Airways, Treasure Island, San Francisco. Garfield 3645
<u>Vice-President &amp; Editor</u>	Miss Anne M. Avakian, U.S. Dept. of Agriculture 2287 Telegraph, Berkeley. Ashberry 8310
<u>Secretary-Treasurer</u>	Miss Ellen J. Cornish, Oakland Public Library Oakland. Twinoaks 1400
<u>Executive Board Member</u>	Mrs. Agnes G. Reinero, Pacific Gas & Electric Company, San Francisco. Sutter 4211
<u>Defense Committee</u>	Miss Regina Chadwick, Standard Oil Company of California, San Francisco. Sutter 7700
<u>Duplicate Exchange Committee</u>	Miss Elizabeth Nutting, Shell Development Co. San Francisco. Exbrook 5400
<u>Employment Committee</u>	Miss Jeannette G. Gormley, Standard Oil Company of California, San Francisco. Sutter 7700
<u>Membership Committee</u>	Mr. Lawrence Shaw, Western Regional Research Laboratory, Albany. Landscape 5-2244
<u>Program Committee</u>	Miss Corinne Clark, Wine Institute, 85-2d St., San Francisco. Yukon 0878
<u>Publicity Committee</u>	Miss Elena Sevo, Paraffine Companies, Inc. Emeryville. Olympic 8400
<u>Union List Compilation</u>	Mrs. Roas Nicol, Standard Oil Company of California, San Francisco. Sutter 7700
<u>Union List Sales</u>	Miss Avis Bryson, Fire Underwriters Assoc. of the Pacific, San Francisco. Sutter 8828

SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

January 1943

Volume 13 Number 4

# JANUARY MEETING

DATE: Thursday, January 21, 1943

6:15 P.M.

PLACE: El Jardin Restaurant  
22 California Street  
San Francisco, California

Price has been quoted at  
\$1.29 including tax

PROGRAM: After dinner, Mr. Schermerhorn of the Pacific Telegraph and Telephone Company will demonstrate his "mirrophone," a recording device which makes phonographic recordings of the human voice. It reproduces so well, that everyone present will have an opportunity to hear what his or her own telephone voice sounds like. Mr. Schermerhorn has very kindly promised to tell us what is good and what is bad about our telephone voices, and how to make the desired improvements, if there are any to be made. Members who do not attend the dinner may meet at El Jardin Restaurant, 22 California St. at 7:45 P.M., where the demonstrations will take place.

## RESERVATIONS:

Please make your reservations by Tuesday, January 19, 1943

San Francisco members call:

Miss Kathleen Moore

Graystone 8700

East Bay members call:

Miss Florence Marr

Twinoaks 1400



"PUTTING KNOWLEDGE TO WORK"

SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 13

January 1943

Number 4

JANUARY MEETING

Do you have a voice with a smile? Come to the January meeting to hear yourself as others hear you. For particulars see the program on the opposite page.

NOVEMBER MEETING

We did not have steak, but we had plenty of chicken at our November dinner meeting at El Jardin. Miss Andrews requested the secretary to read a letter from National thanking us for the payment of our debt for the UNION LIST OF SERIALS. We were also gratified to learn that our 1942 membership was one hundred per cent paid. After dinner we went to the California Packing Corporation where Miss Nell Gervais, librarian of the Research Department welcomed us. Colored motion pictures on the production and canning of asparagus and pineapple illustrated in part the scope of the operations of the California Packing Corporation. Mr. Leslie, the chief chemist, explained some of the research work being conducted in the laboratory. We learned that laboratory research, scientific field agriculture, mechanical engineering, packaging,- all have a significant part in providing the convenience of modern canned food. We also had an opportunity to visit the library which serves the Research Department. The collection is keyed to the needs of the staff and includes books, pamphlets, bound periodicals, as well as microfilms of articles not available locally. Oh, yes, we had some refreshing fruit juice to drink, and enjoyed it!

THE GOVERNMENT NEEDS LIBRARIANS

The United States Civil Service Commission announces the need for librarians to serve in various government agencies under appointments known as War Service Appointments. The positions available are for Library Assistant, \$1,260 to \$1,620 a year, and for Librarian, \$2,600 to \$3,800 a year. Applications will be accepted until the needs of the service have been met. Forms may be obtained from the U. S. Civil Service Regional Office in the Federal Building, San Francisco, or from the United States Civil Service Commission, Washington, D. C. The title of the examination desired should be stated. For additional information call the Employment Chairman, Miss Gormley (Sutter 7700); she has the detailed announcements from the U.S. Civil Service Commission.

All of us, when well, give good advice to the sick.

--- Terence

## THE BRITISH INFORMATION SERVICES

The organization now known as the British Information Services, with its main office at 30 Rockefeller Plaza, New York, N.Y., is a development of the British Library of Information. The Library functioned throughout the twenty odd years of peace as a reference library on British affairs and institutions, and soon after the outbreak of the present war it was taken over by the newly formed Ministry of Information.

The rapid increase in the demand for information about Britain, coupled with the desire of the British Government to promote greater understanding of Britain and her war effort in the United States, resulted in a wide extension of the activities of the old Library. These activities are now carried on by a number of separate sections, or services, dealing with general information, the press, radio, exhibitions, speakers, publications, and British documentary films. Branch offices have been set up in Washington, Chicago, and San Francisco; and the whole organization is coordinated and directed by the British Minister at Washington, Mr. Harold Butler.

The San Francisco office was opened at the end of March 1942 and is now situated at 260 California Street. Generally speaking, it acts as the West Coast agent of the central office in the provision of all the services mentioned above. It has its own small reference library and telemeter contact with New York, through which it deals with enquiries from the press, radio commentators, civil and military organizations, and the general public; it organizes the local distribution of the material produced in the central office (press releases, information papers, and other publications); and it arranges bookings for British speakers invited to this country, for the various exhibitions of Britain at War prepared by the central office, and for the British documentary films produced by the Ministry of Information. In brief, as the local agent of the British Information Services, it is engaged in the provision of all information about Britain at war that the American people wish to have and that can be given without divulging military secrets, and in the promotion of that understanding between Britain and the United States without which this war cannot be fought to a successful conclusion or the future peace of the world be assured.

Virginia Herts

## WHAT ARE YOU DOING?

Phillips Temple, national Chairman of the War Activities Committee of the S.L.A. requests- as part of a coordination program - information about the war activities of individual librarians: volunteer work for Red Cross, U.S.O., Defense Councils, A.W.V.S., etc. Will those of you who are participating in any war work please jot down the information on a penny post card and send it to: Miss Regina Chadwick, Standard Oil Company Library, Standard Oil Building, San Francisco, California.

## A NEW YEAR'S GREETING TO ALL MEMBERS FROM OUR PRESIDENT

Greetings and best wishes for a very Happy New Year!

Our program committee chairman is planning some interesting and stimulating meetings for this spring. I hope that everyone will attend the regular meetings whenever possible, in spite of dimouts and gasoline rationing.

Dorothy Andrews, President



### AMONG OURSELVES

On November 15, 1942, Miss Edith Schofield became Mrs. Alfred L. Francis. At a recent meeting of the Reference Librarians' Council, Mr. W. Lawrence Shaw, librarian of the Western Regional Research Laboratory, spoke on "Dehydration for War Needs." Edwin To Coman, Jr. has an article in the November 1942 issue of BULLETIN OF THE BUSINESS HISTORICAL SOCIETY entitled "Sidelights on the Investment Policies of Stanford, Huntington, Hopkins, and Crocker."

### NEW MEMBERS

Miss Helen M. Bruner of the Sutro Branch of the California State Library has joined our association, as has Miss Grace McDonald of the Office of War Information. Miss Dorothy Hovey comes to us as a transfer from the Southern Calif. chapter.

### RECENT PUBLICATIONS

The following three titles may be obtained from the Bureau of Public Administration of the University of California:

DAY CARE OF CHILDREN OF WORKING MOTHERS. By D. C. Tompkins. 1942. (War bibliography no.2) \$.35

LOCAL TRANSPORTATION. By D. C. Tompkins. 1942. (War bibliography no.3) \$.35

OFFICIAL WAR PUBLICATIONS, vol.IV. By J. K. Wilcox. 1942. \$1.50. This guide to State, Federal, and Canadian publications covers the period April 15, 1942 to August 15, 1942.

The American Library Association has just published H. S. Hirshberg's SUBJECT GUIDE TO REFERENCE BOOKS. \$4.00. This describes over a thousand books which can be used to answer questions in about 240 subjects. Arrangement is alphabetic by subject, - for example, Abbreviations, Best books, Cost of living, Time, Trade names, etc. Although it contains some works not mentioned in Mudge, it does not replace it.

A CHECK LIST OF CUMULATIVE INDEXES TO INDIVIDUAL PERIODICALS IN THE NEW YORK PUBLIC LIBRARY. By D. C. Haskell. N.Y., N.Y. Public Library, 1942.

DIRECTORY OF BIOLOGICAL SCIENCES LIBRARIES IN THE SPECIAL LIBRARIES ASSOCIATION. Comp. by Grace Van Nostrand Rasche, Winnifred Jones, Estelle Brodman. Biological Sciences Group, S.L.A., 1942. 71 p. Mimeo. \$1.25. Order copies from Miss Marion Kappes, 707 Fullerton Ave., Chicago, Ill.

A UNION LIST OF SELECTED DIRECTORIES IN THE SAN FRANCISCO BAY REGION. By Carolyn L. Hale and Mary H. Lathe. Berkeley, Univ. of Calif. press, 1942. 30 p. (Univ. of Calif. Lib. bul. no.19) \$.30

Dorothy Andrews, our president, has some reprints for distribution of BOOK LIST ON MODERN MILITARY SCIENCE, comp. by W. K. Dennis. This list first appeared in the September 1942 issue of SPECIAL LIBRARIES.



SAN FRANCISCO BAY REGION CHAPTER OFFICERS  
AND COMMITTEE CHAIRMEN, 1942-1943

<u>President</u>	Miss Dorothy Andrews, Pan American Airways Treasure Island, San Francisco. Garfield 3645
<u>Vice-President &amp; Editor</u>	Miss Anne M. Avakian, U.S. Dept. of Agriculture 2287 Telegraph, Berkeley. Ashberry 8310
<u>Secretary-Treasurer</u>	Miss Ellen J. Cornish, Oakland Public Library Oakland. Twinoaks 1400
<u>Executive Board Member</u>	Mrs. Agnes G. Reiner, Pacific Gas & Electric Company, San Francisco. Sutter 4211
<u>Defense Committee</u>	Miss Regina Chadwick, Standard Oil Company of California, San Francisco. Sutter 7700
<u>Duplicate Exchange Committee*</u>	Miss Elizabeth Nutting, Shell Development Co. San Francisco. Exbrook 5400
<u>Employment Committee</u>	Miss Jeannette G. Gormley, Standard Oil Company of California, San Francisco. Sutter 7700
<u>Membership Committee</u>	Mr. Lawrence Shaw, Western Regional Research Laboratory, Albany. Landscape 5-2244
<u>Program Committee</u>	Miss Corinne Clark, Wine Institute, 85-2d St. San Francisco. Yukon 0878
<u>Publicity Committee</u>	Mrs. Elena Sevo, Paraffine Companies, Inc. Emeryville. Olympic 8400
<u>Union List Compilation</u>	Mrs. Rosa Nicol, Standard Oil Company of California, San Francisco. Sutter 7700
<u>Union List Sales</u>	Miss Avis Bryson, Fire Underwriters Assoc. of the Pacific, San Francisco. Sutter 8828

- \* Miss Nutting has issued a DUPLICATE EXCHANGE LIST of publications available from some of our local special libraries. If you have not received your copy, please call Miss Nutting. This list may help you to complete some of the gaps in your collection.

SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

February 1943

Volume 13

Number 5

## FEBRUARY MEETING

DATE: Thursday, February 18, 1943 6:15 P.M.

PLACE: Whitecotton Hotel Price:\$1.29, including tax  
Shattuck Ave. & Allston Way  
Berkeley, California

PROGRAM: After dinner the Association will visit the Farm Credit Administration, a block away at Milvia & Allston, Berkeley. We shall be entertained by Mr. Charles H. West, Director of Research and Mrs. Irma Uren, Office manager for the Research department, who will tell us of the very important work the Farm Credit Administration and its Research department are doing to help win the war and supply us all with FOOD FOR FREEDOM. Miss Ave Maria Whiting will then show us the library, which occupies spacious, pleasant quarters, and is well worth seeing. Members who do not attend the dinner may meet in the Hotel Whitecotton lobby at 7:45 P.M.

### HOW TO GET THERE:

San Francisco members take the "F" Key train at the Terminal, get off at Bancroft Way, and walk two blocks north, where they will find the Hotel on the west side of Shattuck. Be sure to avoid all trains marked either "F1" or "F2". The train leaving the Terminal at 5:39 P.M. arrives at Bancroft at 6:15 P.M. East Bay members will find the number "4" car on Shattuck Ave. to be the most direct route.

### RESERVATIONS:

Please make your reservations, by Monday, February 15, 1943.

San Francisco members call:

Miss Kathleen Moore Graystone 8700

East Bay members call:

Miss Florence Marr Twinoaks 1400

### ATTENTION EVERYONE!!!

Please be sure to make your reservations promptly and correctly. In these trying times, when it is now almost impossible to procure a private dining-room for a group dinner, it is imperative that we give the Restaurant full and accurate information at least two days before our dinner takes place.



## "PUTTING KNOWLEDGE TO WORK"

### SPECIAL LIBRARIES ASSOCIATION SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 13

February 1943

Number 5

#### FEBRUARY MEETING

This month we visit the Farm Credit Administration in Berkeley. For details concerning the program, see the opposite page.

#### JANUARY MEETING

To hear one's voice as others hear it is not a common experience for most of us. But through the courtesy of Mr. Schermerhorn of the Pacific Telephone and Telegraph Company we had the unique opportunity of talking into the "mirrophone," a device which records the human voice and then plays it back. We enjoyed the one minute interviews of Mrs. Marie Wild, Miss Anita Levy, Miss Gertrude Searby, and Mr. Lawrence Shaw, not to mention the more informal words from other members. Mr. Schermerhorn said that the mirrophone has been used as a successful aid in speech correction classes. He also offered these helpful suggestions for the improvement of telephone usage: answer promptly, introduce yourself, speak directly into the transmitter, and use a pleasant natural tone. Courtesy requires it, but now in time of war it is doubly important to make our telephone conversations short and sweet.

From committee chairmen we heard encouraging reports. Our treasurer's ledger shows a balance of \$66.46, and Miss Bryson said that Union List sales have covered the expenses for paper and mimeographing. Four placements made by Miss Gormley, the employment chairman were as follows: Miss Barbara L. Schieck, Shell Oil Company Library, Mrs. Elizabeth Bock, Metropolitan Life Insurance Co., Library, Miss Virginia R. Ravenscroft, Research Dept., Paraffine Companies, Inc. and Miss Pauline Roy, McGraw Hill Publishing Co., Order dept. Miss Ferguson briefly mentioned her recent visit with Dr. Mary D. Carter of the University of Southern California Library School. Dr. Carter has been advising aviation firms on how to organize libraries and she has helped in the placement of a number of aviation librarians.

#### NEW MEMBERS

Mrs. Hortha Bengtson, Engineering Library, Stanford University, California.  
Miss Ruth B. Elwonger, Industrial Laboratory, Mare Island Navy Yard, Calif.  
Miss Margaret A. Fleming, Office of Price Administration, 1355 Market St.  
San Francisco, Calif.  
Miss Barbara Louise Schieck, Shell Oil Co. Library, 100 Bush St., San Francisco  
Mrs. Estelle W. Rosenberg, Institute for the Study of Fitness, 2148 Geary St.,  
San Francisco, California  
Mr. Louis A. Ledger, Gaylord Bros., Inc., 29 N. Aurora St., Stockton, Calif.  
Miss LaVern S. Doubt, Oroville Public Library, Oroville, California.

#### RECENT PUBLICATIONS

A FILING PLAN FOR PRESS RELEASES OF WAR AGENCIES. By John Armstrong and E. M. Griedor. Wilson bulletin 17(5):400-403. January 1943.  
PUBLIC DOCUMENTS AND WORLD WAR II. Ed. by J. K. Wilcox. Chicago, Amer. Lib. Assn., 1942. 118 p. \$2.00.

LETTER FROM HONOLULU

We read about Pearl Harbor in the newspapers, and heard more about it on the radio, but one of our members, Miss Marion Morse, was there; she is still in Honolulu carrying on as librarian of the Honolulu Academy of Fine Arts. In her letter (examined by the censor) she writes:

"Our library service in war time is largely to the service men. The majority of our former patrons have either been evacuated to the coast or are so busy doing different kinds of war work that they have little time for serious reading. Just before the 7th of December 1941, our reading room was air-conditioned and redecorated so it is a very pleasant and comfortable place for the men to sit and read. We find that they want much the same things the civilians did. Many of them, too, are artists and still make pictures and are happy to exhibit them with those of our local artists.

"The Academy has given over nine galleries, practically one side of the building, to the Red Cross, so we have much less exhibition space. The basement rates as an air-raid shelter. All of the staff here are assistant air-raid wardens. We have taken First-aid courses and other lectures.

"At first we evacuated the more valuable objects, including books, to the basement. We have since brought back the books so we can work much more comfortably than before. We have had practically no new books this year, and miss, as you do too, so many of our foreign magazines."

Miss Morse also includes a clipping from a Honolulu paper in which Stevan Lee reports on some of the activities of the Public Library of Hawaii. Here are some excerpts from his column:

"In addition to the regular library facilities available in normal times, many new services have been inaugurated ... Shortly after the 'blitz,' the library used its two book cars to distribute books to the first aid stations all over the city. This was an accommodation for people stranded in their respective neighborhoods and was particularly useful in serving children who were deprived of the book service formerly enjoyed right at their own schools.

"One of these book cars, however, was sold to the army to help facilitate its own distribution of books to the army service men. When the schools reopened, it was hoped to continue the distribution of books to the rural schools at regular intervals, but gasoline rationing was partly responsible in making the old schedules impossible. This problem has been solved by the placing of more permanent collections in the schools.

"Library statistics today show that 50 per cent of the books being borrowed from the library proper are taken out by men in the armed services and the war workers.

"There is a homey atmosphere about the library that has encouraged its use by men who have scanty recreational facilities.

"The record collection of fine classical music has grown by leaps and bounds since December 7. The men are encouraged to drop in at any time and make use of the victrola placed in the auditorium. They have the privilege of making their own selections and handling the victrola themselves. The numbers of men making use of this facility are amazing. Many of them bring in collections of their own records and leave them at the library 'on loan' for others to enjoy.



"Although the public library does not distribute books to the army and navy, these services having their own organizations, it has established book depots at Hickam, Kaneohe, Barber's Point and Kahuku. These depots are functioning both day and night for the exclusive use of war workers.

"The reference desk on the main floor of the library somewhat resembles the information bureau in the Grand Central station nowadays. To quote from the most recent reference department reports:

"We direct soldiers and sailors to various parts of the city and supply them with books on their home states, for which they seem very homesick at times. We use our Mainland directories constantly to furnish addresses, and we are afraid of wearing out Jane's Fighting Ships and All the World Aircraft before our new ones arrive.

"It is easy to see the new Mainland newspapers are appreciated. One has only to watch a soldier's or sailor's face light up when we suggest that we might have his home-town paper!

"The science and technology section is getting more empty, and we hope the many books on order will arrive soon. Aeronautics, aerial photography, map reading, machine-shop practice, civil and steam engineering, reinforced concrete, flood control, sewage disposal, radio, Diesel engines, and laundry equipment are all requested.

"We seem to be settling an unusual number of bets, and sometimes the stakes are so high it makes us gasp. The offer of a cut in case our answer is favorable, or an invitation to dinner, is often included! Sometimes the loser also has to be called to the telephone while the librarian verifies the information to him. One man - a defense worker - had made a \$100 bet that salt water becomes fresh when frozen for three or more years!

"All of this goes to prove that the public library is far from being a fusty bookish institution. It is a recreational center full of warm human contacts."

#### LET'S DO OUR PART

We need no further words to tell of the informational and recreational uses of books for the service men. Action is the next appropriate step. And very conveniently the second Victory Book Campaign will be in progress until March 5. What shall you give? Here is an infallible guide: "Any book you really want to keep is a good one to give." Take your books to your local public library, or to the place nearest you where Victory Books are being collected. LET'S DO OUR PART - THE BOYS ARE DOING THEIRS!

#### AMONG OURSELVES

Miss Ann Messick is now Mrs. Harry L. Yalo; another recent marriage was that of Mr. John B. Kaiser, librarian of Oakland Public Library, to Miss Mary Cooper.

The quickest generosity is the best.

---- Arab proverb



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In modern times, it is only by the power of association that men of any  
calling exercise their influence in the community.--- Elihu Root.

SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

March 1943

Volume 13

Number 6

MARCH MEETING

DATE: Thursday, March 18, 1943 6:15 P.M.

PLACE: Marconi Restaurant Price: \$1.29 including tax  
241 - Pine St.

PROGRAM: After dinner we will visit the McCann-Erickson Company at 114 Sansome Street. Mr. C. E. Persons, Vice-president, in charge of the Public Relations Division will speak on the function of advertising in public relations. Mrs. West, the librarian, will also give us an opportunity to see her library.

If you are unable to attend the dinner, please be at 114 Sansome Street at 7:45.

RESERVATIONS: Please make your reservations by Monday, March 15, 1943

San Francisco members call:  
Miss Kathleen Moore Graystone 8700

East Bay members call:  
Miss Florence Marr Twinoaks 1400

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If you have changed your address or your job, please notify the secretary at once so that these bulletins will reach you on time.



SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 13

March 1943

Number 6

MARCH MEETING

We visit an advertising library this month. See the opposite page for the complete program.

FEBRUARY MEETING

Our first meeting in the East Bay took place in Berkeley on February 18. After dinner at the Whitecotton Hotel we went to the Farm Credit Administration where Mr. Charles H. West, Director of Research, briefly outlined the work of the FCA and cooperating institutions such as the Federal Land Bank. Miss Whiting, the Librarian, also spoke of the services of the library to the staff of the organization, and Mrs. Uren, Office Manager of the Research Department described the type of data in the research files. Miss Whiting's collection includes a legal library, basic books on agricultural subjects, and over 100 periodicals which are routed to members of the staff. No attempt is made to build an exhaustive collection on agriculture, for the University of California Library meets many of its needs, but current material and handy references are made available.

AMONG OURSELVES

If you haven't seen Jessica Frederick's "Busman's Holiday" letter in the WILSON LIBRARY BULLETIN for February 1943, turn to page 436 and enjoy it. Mr. John B. Kaiser contributed an article entitled "The demand for technical books and the libraries" in the SAN FRANCISCO CHRONICLE for February 14, 1943. Another member in the armed forces is John Stump of the Mechanics' Institute.

NEW MEMBERS

We welcome Mrs. Alice Kiser Blackburn, Librarian, Bureau of Business Research, University of Washington, Seattle, and Miss Theodora T. Larsen, Reference Librarian, Alameda Free Library.

DUES

With the income tax just out of your purse we don't like to mention your dues for SLA. Active membership costs \$5.00 per year which includes a subscription to SPECIAL LIBRARIES. Associate members pay only \$2.00 per year. Send your check either to the Special Libraries Association, 31 E. 10th Street, New York, or to our secretary, Miss Ellen Cornish, Oakland Public Library.

There are many objects of great value to man which cannot be attained by unconnected individuals, but must be attained, if attained at all, by association.

---- Daniel Webster



## SPECIAL LIBRARIANS AND THE WAR

Although all libraries in the Bay Area are directly or indirectly contributing to the war effort in their regular routine, the only two which have set up special units to deal exclusively with war problems are the San Francisco and Oakland Public Libraries. Both have War Information Centers within their reference departments that coordinate all local and federal war material and publications. The San Francisco unit, working in close cooperation with the Civilian Defense Council in order to avoid duplication, has a complete file of federal orders, regulations, etc. The Oakland Public Library, on the other hand, has installed a 1000-item duplicate collection on civilian defense in the office of the Oakland Defense Council, in addition to maintaining a complete War Information Center at the main library.

Aside from handling a variety of questions concerned with the war effort in their respective organizations, our members are also finding time to engage in some study or activity related to the war work of the communities in which they live. The following has been compiled from information sent in response to our request in the January Bulletin.

Gladys Andrews, Stanford University Library  
Red Cross knitting and surgical dressings

Anne Avakian, U. S. Dept. of Agriculture, Berkeley  
Standard, Advanced, and Instructors' first aid course; Home nursing;  
Berkeley Defense Council, Registration & Information Section; Red Cross knitting

Mrs. Hertha Bengtson, Stanford University Library  
Red Cross knitting

Helen E. Burgess, Tulare County Free Library, Visalia, Calif.  
Volunteer work- Red Cross; Aircraft Warning Service; member Civil Air Patrol.

Regina Chadwick, Standard Oil Company of California  
OCD Hospital Recreation Leader; OCD-YWCA hostess

Mary Clark, Stanford University Library  
Blood Bank donor - four times; First aid instructor; Red Cross knitting and surgical dressings; USO hostess

Ethyl Emerson, Stanford University Library  
Chairman, Consumers' Interest Committee, Palo Alto; Red Cross surgical dressings.

Jeanette G. Gormley, Standard Oil Company of California  
AWVS Victory harvester; First aid

Margaret Hatch, Metropolitan Life Insurance Company  
Standard and Advanced first aid; Community Air Raid Drill

Jeannette M. Hitchcock, Stanford University Library  
Volunteer work- USO; Red Cross surgical dressings

John Boynton Kaiser, Oakland Public Library  
ALA Assistant Liaison Librarian for Northern California for 9th Service  
Command; Chairman Registration committee of Disaster Relief and Civilian  
War Aid Division of Oakland Area Red Cross

Mrs. Marjorie P. Madison, Standard Oil Company of California  
First aid course; Air Raid Precaution course

Margaret M. Miller, Standard Oil Company of California  
Home nursing; Shelter Committee member of District Red Cross Disaster Relief  
Squad.

Mrs. Rosa Nicol, Standard Oil Company of California  
Home nursing; AWVS Victory Harvester

Minna Stillman, Stanford University Library  
Air Raid Alternate Warden

Nathan Van Patten, Stanford University Library  
Air Raid Warden

W. A. Worthington, Pacific Gas & Electric Company  
Air Raid Warden

Undoubtedly other members not listed here are giving their share of time,- we  
would like to hear from them about their activities.

Regina Chadwick, Chairman of Defense Committee  
San Francisco Bay Region Chapter, SLA.

#### ARE YOU IN IT?

The American Library Association initiated the popular library movement in  
America over sixty years ago, and blazed the trail which has developed  
librarianship as a profession. Membership in the A.L.A. entitles the member,  
among other advantages, to receive the ALA Bulletin; if you seek a new position  
the ALA placement service will be extended to you without additional fee, and  
you may also obtain information and advisory services. The advantages that can  
be shared and the aims that can be accomplished depend directly upon membership  
support.

Personal membership dues are from \$2.00 to \$10.00- depending on your salary.  
You don't have to worry about the top fee unless you are earning over \$5000.  
Otherwise you pay according to this scale:

\$1201-1500 annually	\$3.00
1501-2100     "	4.00
2101-3000     "	5.00

Apply to Membership Department, American Library Association, 520 N. Michigan  
Avenue, Chicago, or to Miss Elsie Schaufler, Oakland Public Library, Membership  
Chairman for the Bay District.

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CONTRIBUTIONS TOWARD A SPECIAL LIBRARY GLOSSARY. Ed. by Linda H. Morley. 20p.  
Mimeo. 84 special library terms are defined. It costs only 35¢, and you  
may arrange to examine a copy before buying if you will call Miss Dorothy  
Andrews.



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The SLA placement service announces a number of positions for those interested in aiding the war effort. The Service Command librarians are taking applications for positions in army camps and hospitals throughout the country. These openings are for the duration plus six months, and salaries are \$2000 plus overtime. If you have chemical training and French and German positions are available from \$1560 to \$3000. The Office of Censorship can use persons who have a good knowledge of Italian, German, Portuguese, or Japanese. Salary \$1800 plus overtime. Civil Service announces examinations for librarians at a salary range from \$2600 to \$3800. For more detail regarding qualifications for these various positions, call Jeanette Gormley, our Employment committee chairman.

SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

April 1943

Volume 13

Number 7

## APRIL MEETING

DATE: Thursday, April 22, 1943 6:15 P.M.

PLACE: Veneto Restaurant Price quoted at \$1.29  
389 Bay St., S.F. including tax

PROGRAM: Our speaker for the evening will be Ensign Patricia Golton of the WAVES, who will tell us about the purpose, organization and training program of the WAVES. Ensign Golton was formerly employed by the Giannini Foundation Library at the University of California and is now stationed in San Francisco.

HOW TO GET THERE: Take the no.15 streetcar at Third and Market, which goes out Kearny. Get off at Bay St. (next to the last stop) and walk west one block to the restaurant.

RESERVATIONS: Please make your reservations by Monday, April 19, 1943.

San Francisco members call:  
Miss Kathleen Moore Graystone 8700

East Bay members call:  
Miss Florence Marr Twinoaks 1400

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GIVE TO THE RED CROSS ! ! !



SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 13

April 1943

Number 7

APRIL MEETING

Our meeting this month is a week later than usual, but we hope you can come anyhow to enjoy the talk by Ensign Golton, which has been outlined on the opposite page.

MARCH MEETING

Over thirty members met for dinner at the Marconi Restaurant on March 18. Afterwards we went to the McCann-Erickson Company where Mr. C. E. Persons, Vice-President of the advertising firm, spoke on the function of advertising in public relations. He illustrated his talk by the use of mounted advertisements which showed the difference in pre-war advertising and that of the present day. Now that some consumer goods are entirely off the market, a firm cannot sell a specific product, but it uses the medium of advertising to keep its name before the potential buyers of the post war public. Some of these ads give information of a nature one would expect to find in brief articles, many are definitely tied in with the war effort and the victory bond campaign, and others picture the place of an industry's product in the post-war world. After the talk, Mrs. Emma West, librarian of McCann-Erickson, explained the organization of her library and its relation to the work of the firm. An interesting feature of her collection is the arrangement of material by size and in order of accession, with a card index bringing out the location of the various subjects. After this visit some of us wondered what place libraries should take in the field of advertising, so we were gratified to see that the WILSON LIBRARY BULLETIN for March 1943 had an article entitled "Selling More Soap" as well as a cumulation of reports from various libraries describing the publicity work they are doing.

AMONG OURSELVES

John Boynton Kaiser, Librarian of Oakland Public Library since 1927, has been named Librarian of Newark Public Library in New Jersey. Mr. Kaiser will assume his duties on April 16. Corinne Clark, our program committee chairman, is entering Army Library service. After training at Fort Douglas, Utah, for a few weeks, she will come to Chico to work at the Army Flying School there. Another member who will enter Army Library Service is Gwendolyn Tracy. She, too, will go to Fort Douglas for training and will later be assigned to duty at the Army Hospital Library at Pittsburgh, Calif. Our best wishes accompany these members as they assume their new responsibilities.

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GIVE TO THE RED CROSS ! ! !

## REGIONAL INSTITUTE ON WAR AND POST-WAR PROBLEMS AND SERVICE

San Francisco Public Library was the scene of an institute on war and post-war library problems and service, March 17-18, 1943. Our chapter was represented by our president, Miss Dorothy Andrews. She reports that Drummond Jones of the Office of Civilian Defense, Section on Community and War information, led the discussions, and representatives from the fields of education, libraries, governmental bureaus and other agencies participated in the panel discussions. Social questions relating to housing, nursery schools, social welfare and security, public health, and recreation were under discussion as well as education, war information, and Pacific relations. Miss Andrews says that of the librarians present most were from public, county, and university libraries. Librarians were urged to familiarize themselves with the problems of the people in their respective communities so that they could guide them to publications which would aid them in further study of their problems. It was urged that librarians should be teachers of people and not keepers of books.

### LIBRARIAN OF CONGRESS

At the seventy-fifth anniversary of the signing of the University of California charter on March 25, Mr. Archibald MacLeish, Librarian of Congress, delivered the principal address. He said that the American people should imagine and make the future which they want, so that we may recreate and rebuild a great Nation.

### DUPLICATE EXCHANGE

Miss Elizabeth Nutting, chairman of the Duplicate Exchange Committee, has just issued and mailed to all libraries the new duplicate exchange list of periodical holdings of libraries of the Bay region. To date, copies have been mailed to head librarians, only. If you would like to have a copy of the list, write to Miss Nutting at Shell Development Company, 100 Bush St., San Francisco, or telephone to her at Exbrook 5400, Local 299.

\*\*\*\*\*

If you are afraid of the wolves don't go into the forest.

--- Russian proverb.



## POSITIONS OPEN

All persons interested in employment should get in touch with Miss Jeanette Gormley, our Employment committee chairman. She knows of a number of positions that are now open. After so many depression years, it is indeed good news to know that there are so many fine jobs to be had by librarians. Miss Gormley may be reached at the Standard Oil Company of San Francisco, 265 Bush St., phone Sutter 7700.

## S.L.A. HANDBOOK

Copies of the SPECIAL LIBRARIES ASSOCIATION HANDBOOK, which contains our National constitution and other pertinent matters may still be purchased from the Secretary-Treasurer, Miss Ellen Cornish at the Oakland Public Library, phone Twinoaks 1400. The price is 35¢ plus tax.

## DUES ARE STILL DUE

Mrs. Stebbins, our national secretary reports that members are paying their annual dues at a very encouraging rate. However, there are still a number who have not yet made their payments. The \$25.00 war bond, which was to go to the Chapter with the greatest percentage increase in membership from November 1, 1942 through March 26, 1943 went to the Greater St. Louis Chapter, which had an increase of 39 per cent. But the San Francisco Bay Region Chapter still has a chance to win the Gavel, which is based on the greatest increase of paid-up membership. We have until May 31st, when the award will be made. So, then, let's all send our money into either Mrs. Kathleen B. Stebbins, our National Secretary at 31 East Tenth St., N.Y., or to Miss Ellen Cornish, our local Secretary-Treasurer at once. Remember, if you do not attend to this right away, you are in danger of forgetting it all to-gether, and the gavel will be awarded to another Chapter.

## A NEW LIST OF MEMBERS

A new list of members of the San Francisco Bay Region Chapter will go to press in the latter part of May of this year. Since this list is used as a guide by so many of us, we all realize how important it is for the records to be correct. It will be much appreciated, if all persons who have changed names, addresses, positions, titles, etc. would report the matter at once to the Secretary-Treasurer, Miss Ellen Cornish at the Oakland Public Library. Since the list includes the institutions with which our members are affiliated, the name of the person in charge, with the full name of the organization is also desirable.

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GIVE TO THE RED CROSS !.!.!



SAN FRANCISCO BAY REGION CHAPTER OFFICERS  
AND COMMITTEE CHAIRMEN, 1942-1943

<u>President</u>	Miss Dorothy Andrews, Pan American Airways Treasure Island, S.F. Garfield 3645
<u>Vice-President &amp; Editor</u>	Miss Anne M. Avakian, U.S. Dept. of Agriculture 2287 Telegraph, Berkeley. Ashberry 8310
<u>Secretary-Treasurer</u>	Miss Ellen J. Cornish, Oakland Public Library Oakland. Twinoaks 1400
<u>Executive Board Member</u>	Mrs. Agnes G. Reinero, Pacific Gas & Electric Company, San Francisco. Sutter 4211
<u>Defense Committee</u>	Miss Regina Chadwick, Standard Oil Company of California, San Francisco. Sutter 7700
<u>Duplicate Exchange Committee</u>	Miss Elizabeth Nutting, Shell Development Co. San Francisco. Exbrook 5400
<u>Employment Committee</u>	Miss Jeannette G. Gormley, Standard Oil Company of California, San Francisco. Sutter 7700
<u>Membership Committee</u>	Mr. Lawrence Shaw, Western Regional Research Laboratory, Albany. Landscape 5-2 244
<u>Program Committee</u>	Miss Corinne Clark, Wine Institute, 85-2d St. San Francisco. Yukon 0878
<u>Publicity Committee</u>	Mrs. Elena Sevo, Paraffine Companies, Inc. Emeryville. Olympic 8400
<u>Union List Compilation</u>	Mrs. Rosa Nicol, Standard Oil Company of California, S.F. Sutter 7700
<u>Union List Sales</u>	Miss Avis Bryson, Fire Underwriters Assoc. of the Pacific, San Francisco. Sutter 8828

SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

May 1943

Volume 13

Number 8

## MAY MEETING

DATE: Thursday, May 20, 1943 6:30 P.M.

PLACE: Monaco Theatre Restaurant Price \$1.25 not  
560 Pacific Ave., S.F. incl. tax

PROGRAM: The Program will be that SLA party everyone has been asking for. The entertainment will be provided by the Monaco Floor Show; there will be no speeches. Everyone is to come prepared to relax and have all the fun we can. We want to end the old year and start the new one with a bang.

### HOW TO GET THERE:

Take a no. 15 bus marked "Kearny & Broadway" or "North Beach" at 3d & Market Sts., in front of the Examiner Building. Get off at Pacific & Columbus. This is the quickest & easiest route; the buses run often, and any Market streetcar marked "Ferries" will take you to 3d & Market.

### ELECTION OF OFFICERS:

Ballots will be cast for next year's officers. The Nominating Committee recommends:

Anne Avakian, U.S.D.A., Berkeley: President  
Ellen J. Cornish, Oak. Pub. Library; Vice-President  
Lawrence Shaw, Western Regional Research Laboratory,  
Albany: Secretary-Treasurer  
Elise Hoffman, Golden State Co., S.F.: Executive  
Board Member.

Respectfully submitted,

Gladys M. Andrews  
Hildegard Millar  
Jeanette Gormley, Chairman

RESERVATIONS: Please make your reservations by Monday, May 17, 1943

San Francisco members call:

Miss Kathleen Moore Graystone 8700

East Bay members call:

Miss Florence Marr Twinoaks 1400



SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 13

May 1943

Number 8

MAY MEETING

Tie a string around your finger to remind you---  
that you have a date  
that you will not listen to the stern stuff of reports  
that you will have an evening of fun and relaxation  
that details of time and place are on the opposite page  
that May 20 is the date

APRIL MEETING

After dinner in the colorful setting of Veneto's Restaurant we had the pleasure of hearing two WAVES tell of their experiences and of the place of women in the naval service. Ensign Patricia Golton, who is on leave from the Giannini Foundation Library of the University of California, spoke first. She is now engaged in communications work in San Francisco,- a subject about which she could not speak. But she gave us a graphic picture of her training at Northampton, Massachusetts, one of the training centers for WAVE officers. Their day began at 6:30 and ended at 10,- a day full of exercise, marching, cleaning, inspection, study, air-raid and fire drills, lectures, and maybe a Life or movie photographer asking for a "Smile, please." An hour and half of liberty each day,- and shore leave for the week end-- if you're up on your lessons. She said that they were well fed, comfortably housed, adequately clothed, and provided with free medical and dental care, so there was no need to indulge in the luxury of worry. The whole training program is pointed toward the development of adaptability and physical stamina so that any situation may be met without confusion. She finds that a librarian's regard for detail, order, and accuracy contribute essential elements to her work in communications. Other fields of activity in the WAVES include administration, supply, and technical research and laboratory duties. Ensign Grace Reineman, formerly with the Bureau of Occupations of the University of California, was in the first class of girls who received training at Northampton. She enumerated the qualifications required for enlistment, and stated that there is an increasing and urgent need for girls to replace the men who are needed for active combat duty. Ensign Reineman is in the recruiting office at 703 Market Street, though her duties frequently take her to other states in the Twelfth Naval District. She stressed the value and importance of the work assigned to the WAVES and hoped that some of us or our friends would like to take an active share in the country's fight for victory.

A WORD OF THANKS

We wish to thank the Oakland Public Library for its generosity in mimeographing many of the issues of our bulletin; without that courtesy our publication expense would have been higher. We also thank Miss Ellen Cornish, our secretary-treasurer, who has regularly cut the stencils for the bulletin and seen to it that you received your copy. Our appreciation likewise extends to those who have contributed articles or notes which have added to the interest of our bulletin.



## HOW TO OBTAIN THE BOOKS YOU NEED AND DO NOT HAVE

The State Library collection consists of some 380,000 volumes, together with about 1500 periodicals currently received. A moderate proportion of these are in the collection of rare Californiana or in the reference section and not available for circulation, but the remainder, including bound volumes of magazines, circulate freely throughout the state. Besides the service to state employees, the aim of the library is to supplement resources of other libraries in the state. With this in mind we purchase only one copy of a book, and in our book selection lean away from the popular material available in most libraries, buying instead unusual rare, and so far as possible, expensive material and other material planned to supply infrequent but urgent needs. Classes of material not represented in the State Library collection are fiction in the English language, children's books and medical books. The union catalog, consisting of the Library of Congress printed cards, and cards from all the county libraries and from many public and university libraries in the state enables us in many instances to report where items not in the State Library may be found. Books are lent for five weeks with the privilege of a two weeks renewal. The State Library pays transportation on all outgoing packages, with the understanding that the borrowing library will pay the return charges. Special libraries in San Francisco Bay Region may borrow by writing direct to the State Library or through our Sutro Branch located in the San Francisco Public Library Building.

Mabel R. Gillis, State Librarian

## THE SLA CONVENTION

Special Libraries Association will hold a War-Time Conference in New York at the Pennsylvania Hotel on June 22nd, 23rd and 24th. It is hoped that as many West Coast members will attend this very important Conference as possibly can.

## RECENT PUBLICATIONS

- INCOME TAX COLLECTION PLANS. By D. C. Tompkins. Berkeley, Bureau of Public Administration, University of California, 1943. 8p. Mimeo. (War bibliographies no.5) 35 ¢
- INDEX TO AMERICAN PETROLEUM STATISTICS. By B. A. Osborne. New York, Special Libraries Association, 31 E. 10th St., 1943. 8p. Mimeo. 50 ¢. (Miss Andrews has an exhibit copy if you wish to see before you buy)
- OFFICIAL WAR PUBLICATIONS, guide to state, federal, and Canadian publications. By J. K. Wilcox. Berkeley, Bureau of Public Administration, University of California, 1943. 252p. Mimeo. \$1.50

## AMONG OURSELVES

The Mechanics Institute Library was featured in Joseph Henry Jackson's column in the San Francisco Chronicle of April 24, 1943. We learn that the library has served for 88 years, - we hope it will live to be a hundred and then some! Cheers for Miss Theodora Larsen who finds time to study the Chinese language in a University Extension class.



## REPORTS

### REPORT OF THE PRESIDENT, 1942/43

The San Francisco Bay Region Chapter of the Special Libraries Association has had a very active year in spite of the obstacles, and changes that war conditions have made. We have continued our regular monthly dinner meetings with good attendance even though war regulations such as food rationing, gas rationing, and dim-outs have been in effect.

I am particularly proud that the \$100.00 loan we received from National for our UNION LIST OF SERIALS publication has been completely paid up.

Committee chairmen have been helpful in carrying on the duties of their various committees. Our Employment Committee has been of service to applicants; the Duplicate Exchange Committee has published this year two excellent lists of exchange material available to our members instead of just one; The Membership Committee presents an outstanding report - an increase of twenty-six new members; our Program Committee has been alert in planning meetings on timely subjects and at interesting places; our Editor has compiled a Bulletin of current news items; much could be said of the untiring efforts of our Secretary-Treasurer who has handled the mimeographing of the Bulletin, etc., so well, and of the good work of our other committee chairmen.

I want to thank the Executive Board, Committee chairmen, and members for their splendid help at all times. Due to their close cooperation, the year 1942-43 has indeed proved to be progressive, active, and one of growth in membership for our Chapter.

I have thoroughly enjoyed my term as President. Thank you, All of you!

Dorothy Andrews, President

### REPORT OF THE VICE-PRESIDENT AND EDITOR FOR THE YEAR 1942/43

I am pleased to report that our president's vitality and interest have not made it necessary for me to exercise the function of vice-president. The work of editing our bulletin has therefore been my chief duty. Eight issues have been prepared and distributed to our entire membership, to the presidents of all SLA chapters, and to the president and national officers of our association. Copies have also been sent to the Director of the School of Librarianship of the University of California and to the president and executive secretary of the California library association. Prospective members have been included on our mailing list for short periods. In order to limit our expenses, the average size of the Bulletin was restricted to a cover and two sheets. A large part of the mimeographing has been done by the Oakland Public Library, thereby helping to reduce our costs.

The content of the Bulletin has included announcements and summaries of meetings, news items concerning members, notices of new publications, and some brief contributed articles. These included one on the war information services of the Oakland Public Library, a report on the special library course at the University of California School of Librarianship, a summary of the organization and activity of the British Information Service, a letter from Honolulu describing the library service there since Pearl Harbor, and the special defense issue in which Miss Chadwick reported the war activities of our group.

Respectfully submitted,  
Anne M. Avakian, Vice-President  
& Editor



# REPORT OF THE SECRETARY-TREASURER AS OF MAY 5, 1943

## RECEIPTS

Balance in Bank (7/28/42)		\$ 6.72
Budget (National)	\$ 90.90	
Charts sold	.50	
Membership dues	65.00	
Sales Tax	.81	
Union List Supplement	58.47	
Publications & Defense Fund	146.50	
SIA Handbook	1.40	
Total	363.58	363.58
		370.30

## DISBURSEMENTS

Bulletin(Total expenses)	45.04	
Membership (To National)	65.00	
*Postage	3.69	
Union List Debt to National	100.00	
*Printing & Mimeographing	2.80	
War Stamps & Bonds	41.25	
SIA Handbook (to National)	1.40	
Sales Tax	2.98	
Student Loan Fund (to National)	10.00	
Miscellaneous	9.94	
Total	282.10	282.10

Balance 88.20

\*Not incl. Bulletin

Respectfully submitted,  
Ellen J. Cornish, Secretary-Treasurer

## REPORT OF THE DEFENSE COMMITTEE FOR 1942/43

The details of our war activities were summarized in the March 1943 issue of the Chapter Bulletin.

Respectfully submitted,  
Regina E. Chadwick, Chairman

## REPORT OF THE DUPLICATE EXCHANGE COMMITTEE, 1942/43

The Duplicate Exchange Committee was very fortunate this year in having facilities for typing and mimeographing at its disposal, and so was able to compile and circulate two duplicate exchange lists, one last December with seven libraries furnishing lists, and the other this April with nine lists. It was suggested that "want lists" be included, and this feature is said to have proved quite valuable. We cannot report exactly how many libraries found our lists useful, but from all reports the response was very gratifying. Apparently distance proved no barrier to the exchange of material, since at least one San Francisco library reported receiving a request from British Columbia. The variety in types of material listed and exchanged would seem to indicate that every library in our group might find it valuable in the long run to take part in this activity.

Respectfully submitted  
Elizabeth Nutting, Chairman



## REPORT OF THE EMPLOYMENT COMMITTEE FOR 1942/43

During the year, 1942-1943 there has been more activity in employment than in previous years. Twenty-nine applicants were interviewed and filled personnel record cards. Of these 17 were trained librarians or persons fully qualified to work in special libraries. Some of the applicants were out of state librarians who wished to be considered for employment in California. Personnel records of these applicants are kept but the difficulty in placing persons without personal interviews was pointed out.

Four positions in special libraries were filled from SLA files. Two positions in related work were filled, one in a publishing house, one in a social service organization.

Many special librarians have been interested in Army and Navy library positions. Four applicants, through their own efforts, were successful in getting such positions.

At present, there are four unfilled requests for librarians. Three of these positions require special subject knowledge which none of the SLA applicants were able to offer. The fourth opening has not yet been filled although qualified librarians have been interviewed.

All SLA members and libraries have cooperated by promptly reporting openings to the Employment Committee.

Respectfully submitted  
Jeanette Gormley, Chairman

## REPORT OF THE MEMBERSHIP COMMITTEE FOR THE YEAR 1942/43

Thanks to the help of many of the old members, the Membership Committee can report a successful year. The new members acquired by our chapter number twenty-six, as follows:

- 1 Institutional member
- 13 Active members
- 13 Associate members.

Of these, three are transfers from other chapters and one new member has transferred to an eastern chapter. Form letters were mailed to those persons whose names were turned in to the Chairman. With the letters were sent an application blank and a printed brochure from SLA headquarters.

Respectfully submitted  
W. Lawrence Shaw, Chairman

## REPORT OF THE PUBLICITY COMMITTEE FOR 1942/43

The writing and mailing of news releases giving details of the regular monthly meetings has been the principal activity of the Publicity Committee for 1942/43. The releases were sent to newspapers, including three San Francisco papers and three Oakland area papers. In a period of nine months, approximately fifty-five releases have been submitted to editors. However, no system was maintained to check on the results. Copies of the news releases were included in the Publicity Committee Scrap book.

Respectfully submitted,  
Elina L. Sevo, Chairman



## REPORT OF THE PROGRAM COMMITTEE, 1942/43

We are happy to say that during the past year attendance has been good at all of our regular monthly meetings. We have enjoyed the following programs:

- Sept. 1942 - National Broadcasting Co.- Miss Kathleen Moore, Librarian gave a talk regarding her library. We visited the Library and had a tour of the studios.
- Oct. 1942 - Federal Bureau of Investigation - Special Agent R. A. Lapachet gave a talk regarding the organization of the F.B.I.
- Nov. 1942 - California Packing Corp.- Mr. B.E. Leslie, Chief Chemist, and Miss Nell Gervais, Librarian of the Research Dept. spoke on the functions of the Research Dept. & Library. Colored moving pictures on the canned food industry were presented. This was followed by a visit to the Library.
- Jan. 1943 - Pacific Telephone & Telegraph Co. - Mr. A.G. Schermerhorn gave a talk and a demonstration of the "mirrophone" equipment (voice tester) Our members were able to participate.
- Feb. 1943 - Farm Credit Administration - Talks were given by Mr. Charles H. West, Director of Research Dept., Mrs. Irma Uren, Office Manager for the Research Dept., and Miss Ave Whiting, Librarian. Afterwards a visit was made to the Research Dept. and Library.
- Mar. 1943 - McCann Erickson Company - Mr. C.E. Persons, Vice-President, in charge of the Public Relations Division, spoke on the function of advertising to public relations. Mrs. Emma West, Librarian told us about her library and we were able to visit it.
- Apr. 1943 - Representatives of the WAVES, U.S. Navy, spoke about the organization and training program of the WAVES. They were Ensigns Patricia Golton and Grace Reineman.

It has taken much thought and preparation on the part of the Committee to plan these meetings and the willingness of some of our members and friends to participate in these programs has been much appreciated.

Respectfully submitted,  
Corrinne Clark, Chairman (per D.A.)

## REPORT ON UNION LIST SUPPLEMENT SALES, 1942/43

All copies of the Union List Supplement have now been sold,- a total of 92 copies. This will mean, when one remaining outstanding account has been collected, that the Association has received a total of \$138.00 from the sales. As the total cost of cutting the stencils and making up the book was \$111.65, this means that a profit accrued to the Association of \$26.35. The costs of the book of course do not take into account the many hours of labor put in to the compilation of the book by the members of the original Supplement Committee, to whom all credit for this very successful venture should go.

Respectfully submitted,  
Avis Bryson, Chairman



SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

September 1943

Volume 14

Number 1

SEPTEMBER MEETING

DATE: Thursday, September 9, 1943 6:30 P.M.

PLACE: Riviera Restaurant Price \$1.25 not  
Union & Stockton Sts., S.F. incl. tax

PROGRAM: We are indeed fortunate in securing for our guest speaker, Mme. Nila Magidoff, the well-known Russian journalist and lecturer, "who participated in the defense of Moscow," and is now making a lecture tour of America. Mme. Magidoff will speak at the Civic Auditorium Theatre in Oakland on Friday, August 27 and at the Scottish Rite Auditorium on September 10. She has been interviewed on the radio a number of times in nation wide broadcasts. It is hoped that as many members as possible will avail themselves of this very unusual opportunity to meet Mme. Magidoff.

HOW TO GET THERE:  
Take any Market St. car which stops at Stockton St. At Stockton & Market, take an "F" car, and get off at Union St.

RESERVATIONS:  
Please make your reservations by Tuesday, Sept. 7, 1943, at the very latest.

San Francisco members call:  
Miss Kathleen Moore Graystone 8700

East Bay members call:  
Miss Carol Cox Ashberry 6000,  
Local 420

SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

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SEPTEMBER MEETING

In order to obtain the services of the distinguished Russian journalist and lecturer, Mme. Nila Magidoff, our meeting this month will be a week earlier than usual, on September 9. You will find full details on the opposite page.

MAY MEETING

Our final meeting for the last season was something "different." People had been asking for an SLA party for so long, that the Program Committee decided to have one at Monaco's Theatre Restaurant on the evening of Thursday, May 20. Over thirty members were seated at a long table in the balcony, which had been especially reserved for the Special Libraries Association. This time there was no need to hurry the dinner in order to hear a speaker, or to visit a library. In fact there were many intermissions during the meal, provided by the Monaco singers and puppets, who caused many members to temporarily neglect their chicken-a-la-king, and hasten over to the balcony railing, in order to see "everything that was going on." All candidates for this year's officers were unanimously chosen. They are: Miss Anne Avakin, President; Miss Ellen J. Cornish, Vice-President; Mr. Lawrence Shaw, Secretary-Treasurer; and Miss Elise Hoffman, Executive Board Member. Finally, after much laughter, entertainment, good food and lively conversation, the members started home, remarking that the next meeting was three long months off.

AMONG OURSELVES

A number of our members seem to have been very busy lately. Miss Guinevere Crouch, librarian of the Montana School of Mines Library, was married to Mr. Benjamin F. Mills on July 12th, and they are living in Tacoma, Washington. Although Miss Crouch couldn't come to our meetings, she has been "the Montana member" for a long time. Mr. Lawrence Shaw became the proud father of a baby girl, Winifred Anne, who was born May 12, 1943. Miss Ruth Elwonger is the author of INNOCENTS AFOOT, which appeared in "Yosemite Nature Notes" for May, 1943. Miss Jeanette Gormley became Mrs. Edward C. Yeazell in Sacramento on August 14th. A baby daughter named Barbara Louise Munguia Nicol was born to Mrs. Rosa Nicol on August 20th. Our first WAVE, Miss Regina Chadwick is now at Northampton, Mass., at Naval Reserve Midshipman School, thoroughly enjoying the very full schedule of study, drilling, and indoctrination. Miss Corinne Clark writes that she is enjoying her new position as Librarian of the Chico Army Air Field in Chico, Calif. Miss Helen E. Burgess has recently taken charge of the Library at the Army Air Base at Blythe, Calif. Miss Ruth B. Elwonger has resigned her position in the Industrial Laboratory at the Mare Island Navy Yard, and been succeeded by Mr. A.S. Gaylord. Miss Helen Gingius has succeeded Helen Lochrie as the Librarian at Anglo California National Bank of S.F. Mrs. Edith Francis represented special librarians at a panel discussion of "War and Post-War Problems Affecting Libraries" at the annual joint meeting of the Portola and Golden Gate districts of the California Association at the San Francisco Public Library on May 14. Truly, we have some busy members.



## THE PEPSI-COLA CENTER FOR SERVICE MEN AND WOMEN

From the drab, dirty, building fronts of Market Street, the PEPSI-COLA Center stands out like a red, white, and blue, oasis. Even the most blasé San Franciscan has to stop and look twice in wonder at the amazing changes that have taken place in the old Day and Night Bank.

The predominant color scheme inside is also, red, white, and blue; and from the high ceiling of the first floor float flags of all nations (The friendly ones, of course!) At the end of this long sunny room filled with small tables and chairs is the Food Bar. This Canteen opens at 9:30 every morning and closes at 12:00 at night. The sandwiches, coffee, milk, doughnuts, as well as PEPSI-COLA really seem to "hit the spot" if the ever-waiting rows of hungry Service Men lining the counter are any indication. The Canteeners in their red, white, and blue PEPSI-COLA aprons earn their service pins. Also on the first floor is a reception desk at which the 70 some volunteers a day sign in and out, a check room for the Service Men, and a well-used piano. The walls of this room are mostly glass, which adds to the confusion, since everyone passing on Market and Mason yearns to drop in and join the party. However, only uniformed Service Men and Women are permitted to enter the building. Upstairs, on the second floor is the men's lounge, Mr. Mark's contribution that the buck privates and gobs of this war may always have a shower and shave and a few of the comforts of home--FREE. The Service Men tell us next to PEPSI-COLA very few things hit the spot like a warm shower after a particularly heavy day with the war. In a sunny corner sit the Mending Ladies doing everything from sewing on chevrons to embroidering initials on a nightgown a soldier bought for his wife's birthday. Nearby, the Recording Department with Mr. Davis in charge, makes hundreds of records daily to mail to lonely Service Men's sweethearts, family, and friends: "Hello Mom. Bet you're surprised to hear from me ... "

My own pet brain child, the Information Desk, is on the second floor. And here's where YOU come in. The perfect Information Desk volunteer should have special librarian training plus a sense of humor, imagination, and unlimited patience. The questions they ask us! "Where can I get a regulation Bowie knife?" "Is there a book of poetry around here? I'm writing a letter to my girl." "Where can I eat my wedding breakfast?" "What's the Russian River?" "When does the last train leave for Salt Lake City?"  
How many of you can I expect to sign up?

One flight up, and then the Third Floor: Lonely Hearts' Bureau, Tracer Service, Detective Agency, Bureau of Missing Husbands, Date Bureau (Strictly unofficial) Sympathetic shoulders for weeping on, Auntie Bea's Advice to the Lovelorn, Etc. In other words, the Volunteer Workers' Office. That's as far as we go unless you're a Service Woman, visiting dignitary, or friend of the Management. The Fourth Floor Lounge is our Sanctum Sanctorum. Reserved exclusively for this war's Molly Pitcher's and Florence Nightingale's. The lounge and powder room designed by a New York firm and executed by Sloans looks like something out of the last issue of House Beautiful. From the Chinese reds of the Madame Chiang Kai-Shek Lounge to the soft pink of the powder room, it's all any girl could desire in the way of beauty and comfort. We even furnish pink hair dryers, secluded box showers, and dressing rooms with bath powder.

This is a bird's eye view of the PEPSI-COLA Center, a bee hive of excitement from morning to night.

Beatrice Jepson



With the untimely death of Anita F. Levy on July 3, 1943, the Association lost a devoted and active member. Miss Levy was a native of San Francisco and a graduate of Pratt Institute School of Library Science. For almost her entire professional life she was librarian of the Business Branch of the San Francisco Public Library. She was appointed librarian when the Business Branch was established, April, 1929, in the new Russ Building. During the past 14 years she has organized and developed the resources of the library to give excellent service to the business men of downtown San Francisco. Anita Levy's activities in the Special Libraries Association included serving as President of the San Francisco Bay Region Chapter in 1937-38 and as delegate to the national convention in 1938; chairman of the Membership Committee of the San Francisco Bay Region Chapter in 1929-30; chairman of the Union List Committee in 1938-39 when the "Union list of serials of the San Francisco Bay Region" was published; Secretary-treasurer of the Public business libraries Group, 1939-40. She was one of the contributors to "Business and the public library," edited by Marion C. Manley for the Public business librarians Group. More than her service as President and as a member of many committees, the Chapter has valued her wise counsel in all Association matters. Anita Levy will be greatly missed by her many friends in the Association.

The Association treasury will send a sum of \$10.00 to the American Friends' Service Committee in honor of Miss Anita Levy. Personal friends who wish to contribute additional amounts may send contributions to Margaret Miller, at the Standard Oil Co. Library in San Francisco.

A beautiful service in memory of Miss Anita Levy was held at Friends House, 1830 Sutter St., on Wednesday evening, July 21st. The program, conducted with simple dignity and quiet feeling, included music, tributes by friends, reading of poetry, and following the Quaker custom, a period of silent prayer. Many of her library friends were among the group of some one hundred who attended.

The local Chapter adopted the following resolution on July 17, 1943:

The San Francisco Bay Region Chapter of the Special Libraries Association wished to record an expression of its feeling of profound sorrow upon learning of the death on July 3d, 1943 of one of its most esteemed members, Miss Anita F. Levy, Librarian of the Business Branch of the San Francisco Public Library.

Anita Levy served the Association long and well -- as President of this chapter and Delegate to the National Convention, 1937-38, as Chairman of the Union List Committee during preparation for publication, and as a member of many other committees. Most of all, the Chapter has valued her wise counsel in all Association matters. During the past fourteen years she has organized and developed the services of the Business Branch of the San Francisco Public Library. This fine library service is a heritage in which all the citizens in the business district may well share.

As a librarian, she was outstanding in ability, resourcefulness, and scholarly attainments. Her high conception of professional and personal obligations, her loyalty, kindness and sense of humor won her a high place in our professional esteem and in our hearts. In her death the Association has lost a faithful, intelligent and constructive member; the Business Branch Library, an able administrator; and the community, a loyal and model citizen.

Resolved by the Executive Board of the Chapter that a copy of these resolutions be spread upon the minutes of the Association and that copies be sent to her family and to the Librarian of the San Francisco Public Library, Mr. Robert Rea.



NEW PUBLICATIONS OF SPECIAL LIBRARIES ASSOC.

WAR SUBJECT HEADINGS FOR INFORMATION FILES. 2d ed. N.Y., S.L.A., 1943.  
72p. Price: \$2.00 plus \$.10 postage and handling.

AN AERONAUTICAL REFERENCE LIBRARY, ed. by Willard K. Kennis. N.Y., S.L.A.,  
1943. 32p. Price: \$1.00 plus \$.10 postage.

A POSITION IS OPEN

The Oakland Civil Service Board is accepting applications for the Examination for the position of City Librarian until September 10, 1943 at 4:00 P.M. The opening was caused by the resignation of Chief Librarian John B. Kaiser, who is now Librarian for the Newark Public Library. "Applicants must be bonafide residents of the State of California for the Past One Year." Further information can be obtained from the Oakland Civil Service Board.

NEW MEMBERS

We have a number of new members, two of whom are employed in Washington. They are Mrs. Emma Bradley, Cataloger for the Yakima County Welfare Department & Miss Laura Weldon, Librarian for the U.S. Naval Air Station in Seattle. Other new members are Mrs. Doris Daly, Acting Librarian for the California State Chamber of Commerce, who has succeeded Miss Beatrice Jepson (now with the Pepsi-Cola Service Center); Miss Leonora R. Martin of San Francisco; Miss Constance Passanisi, Acting Librarian of the Commonwealth Club of California, and Miss Evelyn M. Storheim, Librarian of the North American Investment Corporation. We hope the new members will want to attend our meetings so that we can get acquainted and that those who are out of town will write to us about the very interesting things which we are sure they must be doing.

SAN FRANCISCO BAY REGION CHAPTER OFFICERS AND COMMITTEE CHAIRMEN, 1943-1944

President

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Union List Compilation

Mrs. Marjorie P. Madison, Standard Oil Company  
of California, San Francisco. Sutter 7700



SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

October 1943

Volume 14

Number 2

OCTOBER MEETING

DATE: Thursday, October 21, 1943 6:30 P.M.

PLACE: El Jardin Restaurant Price \$1.50 not  
22 California St., S.F. incl. tax

PROGRAM: After dinner, we shall be entertained by the British Information Services, at 260 California St. Mr. John Leaning will speak on some subject pertaining to the Services, and will answer questions after his little talk. Miss Ruth Prosser, who is in charge of the films, made in England, which cover all phases of the war, at home and in the colonies, has very kindly consented to let us see some of these extremely interesting moving pictures. We will then be shown through the library of the British Information Services, by Mr. Samuel G. Bloomfield, who is in charge of the books and materials. Our Program committee assures us that the library is well worth seeing.

RESERVATIONS:

Please make your reservations for the dinner by Monday, October 18, 1943. Persons who do not care to attend the dinner, but are interested in the program may come to our reserved room at the El Jardin Restaurant at 22- California St. at 7:30 P.M.

San Francisco members call:

Miss Kathleen Moore

Graystone 8700

East Bay members call:

Miss Carol Cox

Ashberry 6000,  
Local 420

SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 14

October 1943

Number 2

OCTOBER MEETING

We shall spend the October meeting with our British Allies. For fuller information see the opposite page.

SEPTEMBER MEETING

When we gathered for dinner at the Riviera Restaurant on September 9, for the first meeting of the new season, over 50 persons were seated at the huge table. There were many old faces there, but to everyone's delight, a great many new ones, too. It is nice to think that our organization can attract so many librarians, but we suspect that our speaker, too, was a drawing card. We were extremely fortunate in that we were entertained by Mme. Nila Magidoff, the magnetic Russian wife of Robert Magidoff, the NBC correspondent in Moscow. She came to tell us about our Russian Allies, and was over-generous in answering the many questions which were asked of her. She was in Russia during the big Nazi drive, and was only obliged to evacuate when the enemy reached the gates of Moscow, because she was the wife of a "foreigner." When she came to America, she discovered that she could help her country by making speeches, so promptly learned English, and began her spectacular tour. Her first speech was at Madison Square Garden in New York, before 23,000 Americans, for the Russian War Relief, where she sat on the platform with Lord Halifax and Joseph Davies. She hopes she will have made her last speech when Hitler's "funeral" takes place. Particularly, she discussed religion and the family in the U.S.S.R. Contrary to many impressions, she said, Russia never enjoyed full religious freedom until the Soviet regime came to power. During the days of the Czar, only the Russian Orthodox Church was recognized, while the Soviet Constitution guarantees complete freedom of worship to everyone. She also stated that family life is much more ideal than in the days of the Old Regime, when 75 % of the marriages were made by the parents. Now, said Madame, people marry for love. The state provides nursery schools, where the children may be placed if the family so desires. But, like other women, the overwhelming majority of Russian mothers still take care of their own children, themselves, in preference to placing them in these nursery schools. Everyone could have listened to Mme. Magidoff all night, but, unfortunately, the time came when she had to stop, after first admonishing us to purchase as many war stamps and bonds as we possibly could. We all felt that we had learned a lot we didn't know about our gallant Allies, and wish we could get acquainted with more "Madame Magidoffs."

NEW MEMBERS

The San Francisco Bay Region Chapter of the Special Libraries Association takes great pleasure in welcoming four new members. They are: Mr. A. Gaylord of the Industrial Laboratory at the Mare Island Navy Yard; Miss Doris Lanctot and Mrs. Beryl Lusher, both of the Pan American Airways Library; and Miss Katherine Mangelsdorf of the Standard Oil Company Library.



## MOBILE LIBRARIES IN GREAT BRITAIN

"As for the San Francisco War Chest ... its campaign opens on October 18th - its goal is almost 4 million dollars, the highest San Francisco has ever known for fund raising - its need greater than ever before ..."

That is a typical opening break for the War Chest appeal, one that the whole nation will hear over and over during the month of October when the National War Funds over the country will open. Before these stories hit the press and the radio and the club speakers, here is a fitting story for special librarians. It comes from the Bulletin of Activities of the British War Relief Association of Northern California. It is a portion of a letter received here from Mrs. Elsa Dunbar, Women's Voluntary Services, London, dated June 1943.

"I thought you might like to know that without consulting you in the matter, and without giving you the faintest chance to express an opinion, we have built the most beautiful, the most soul-satisfying vehicle imaginable on your behalf. This is a mobile library. If the British War Relief Association doesn't like mobile libraries it is, I regret to say, considerably too late for it to say so, because at this very moment the elegant creature, stamped indelibly with the best loved name of all, is speeding northward! As a matter of fact no human being could fail to be ravished by it, and the need was so urgent, so pressing, it became a case of "get it done by Friday or there will be a revolution!"

"Your library, from the outside, looks like a mobile canteen, but inside it is stuffed with literature suitable to every taste - Tolstoy, Thorne Smith, Ethel M. Dell, Huxley, Woolf, Peter Cheyne, and a conglomeration of unmentionable but wholly satisfying detective stories. It will serve the many hundreds of soldiers who, in the service of their country, man the guns and searchlights of the midlands. Cut off from town life, from the movies, the billiard saloons and the dancing, these men, living in small units, bored to death with each others' faces and conversation, feel like exiles on desert islands. There is, after all, a limit to the number of games of cribbage and chess one can play!"

"We already have about half a dozen libraries in the country, circulating so wildly that their wheels are almost bound to fall off! They leave a whole heap of books one week and replace them the next, hoping the first ones will not be returned to them drenched in beer, but not minding very much if they are. The need of these libraries far exceeds the supply, and of course we are up against the usual troubles re timber, rubber and petrol. This makes it all the more exciting when we do get one on the road, and we feel we have achieved something really brilliant."

Submitted by Marie Wild.

## DUPLICATE EXCHANGE

The Duplicate Exchange Committee will prepare two issues of the Duplicate Exchange List this year. All librarians who have any contributions to make to the Fall 1943 issue, should send their lists (including most pressing "wants") to Chairman Elizabeth Nutting at the Shell Development Company, at 100 Bush St., San Francisco 6, Telephone Exbrook 5400, Local 299, by October 15th.

## A TRANSPORTATION LIBRARY FOR STANFORD

The Hopkins Transportation Library is successor to the Hopkins Railway Library, established in 1892 by Timothy Hopkins, foster son of Mark Hopkins and life trustee of Stanford University. The original gift comprised nearly two thousand books and pamphlets including important works on railroad economics and administration, engineering, reports and a valuable collection relating to the railroads of Great Britain.

In 1935, in accordance with the expressed wish of Mr. Hopkins, the name was changed to its present form. This change enabled the library to enlarge its scope to include not only railways, but also airways, highways, waterways, pipe lines, communications, postal and express service. In his will Mr. Hopkins provided generously for the growth and maintenance of the library and after the war we hope to add to our staff a specialist in transportation as curator.

In the original collection the outstanding features were probably the British Parliamentary papers and material relating to the Pacific railroads. There is a good collection of railroad reports beginning about the middle of the 19th century and we also have a fine collection of state railroad commission reports. There are extensive manuscript correspondence files of Mark Hopkins dating from 1863-1885 dealing with the Central Pacific, Western Pacific and Southern Pacific railroads in matters of construction and administration. These include a large file of letters from Collis P. Huntington. The library has a good file of journals. In this line we are also collecting employee magazines in various fields as these are invaluable as regards the history of the companies. We are building up a collection of reports from companies other than railroads. With the "good neighbor policy" accented as it is, we have believed it important to assemble material from Central and South America, including documents. The collection naturally includes biographies, conference proceedings, general works, historical material, reference works.

It is essentially a historical research and reference library. True, the demand is more likely to be for contemporary material, but one must never lose sight of the historical background. Even as with the public affairs, the present can be interpreted better by a study of the past; and it is from historical collections that histories of our transportation companies are written.

Jeannette M. Hitchcock.

### AMONG OURSELVES

Our own Margaret Hatch has been appointed chairman of the national Insurance Group of SLA. Miss Kate Dorothy Ferguson has left the Bank of America Library, for London, where she will receive an assignment to organize libraries and a library school in West Africa. Miss Clara Heck has left her position at the University of California Medical School to take charge of the library at St. Mary's Hospital. And too many votes of thanks cannot be cast for Miss Kathleen Moore, who is so generously serving on the Program Committee for our Chapter, and also addressing the envelopes for the Bulletin. I am sure the Editor could not get along without her!

### THE NEXT BULLETIN

The next Bulletin will contain news items about our Washington members. Be sure to watch for them!



SAN FRANCISCO BAY REGION CHAPTER OFFICERS  
AND COMMITTEE CHAIRMEN, 1943-1944

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<u>Employment Committee</u>	Mrs. Jeannette G. Yeazell, Standard Oil Co. of California, San Francisco. Sutter 7700
<u>Membership Committee</u>	Miss Theodora T. Larsen, Alameda Free Library, Alameda. Lakehurst 2-9737
<u>Program Committee</u>	Mrs. Marie Wild, S.F. Community Chest, San Francisco. Garfield 8600  Miss Kathleen Moore, National Broadcasting Co., San Francisco. Graystone 8700
<u>Publicity Committee</u>	Miss Gertrude Searby, U.S. Bureau of Foreign & Domestic Commerce, San Francisco. Douglas 1593
<u>Union List Compilation</u>	Mrs. Marjorie P. Madison, Standard Oil Co. of California, San Francisco. Sutter 7700

VOLUNTEERS WANTED

The Pepsi-Cola center for Service Men and Women will be glad to have Special librarians and their friends volunteer to help out with this thrilling work. A number of our members have already served, and found it heaps of fun to wait on and assist the service men in a number of ways. The shifts for the canteen, seamstress, and receptionists are 9:30-1:30, 1:30-5:30, 5:30-8:30, and 8:30-11:30. For the Information desk they are 9:30-12:30, 12:30-3:30, 3:30-6:30, 6:30-9:30, 9:30-11:30. All persons interested should contact Miss Beatrice Jepson at 948 Market St., S.F., phone Exbrook 4560.



SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

November 1943

Volume 14

Number 3

NOVEMBER MEETING

DATE: Thursday, November 18, 1943 6:30 P.M.

PLACE: Clinton Cafeteria Price depends  
18 Powell St., S. F. on you

PROGRAM: When you arrive at the Clinton Cafeteria, be sure to ask to be shown to the room reserved for the Special Libraries Association. You will take your tray around the usual course with everyone else, and can pick out the dinner you want; you will then take your tray to our reserved room, and we will all eat our dinner together. After dinner we will visit the San Francisco Chronicle Library at 5th & Mission Sts., where we are to be the guests of Chief Librarian Mrs. Marjorie Brown and Assistant Librarian Miss Thelma Weber. Mrs. Brown is promising many interesting sights for us, including her "fool-proof war file."

RESERVATIONS: Please make your reservations for the dinner by Tuesday, November 16, so we will know how many to count upon. Persons who do not care to attend the dinner, but are interested in the program may meet the party in front of the Chronicle Building at 5th & Mission Sts. at 8:00 P.M.

San Francisco members call:

Miss Kathleen Moore

Graystone 8700

East Bay members call:

Miss Carol Cox

Ashberry 6000,  
Local 420

## "PUTTING KNOWLEDGE TO WORK"

### SPECIAL LIBRARIES ASSOCIATION SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 14

November 1943

Number 3

#### NOVEMBER MEETING

For our November meeting we shall visit the library of the San Francisco Chronicle. For fuller details see the opposite page.

#### OCTOBER MEETING

Everybody agreed that the October meeting was one of the best we have ever had. After a dinner or roast chicken, at a big table, in the company of 45 persons, we placed ourselves in the hands of the British Information Services, and a very worth while experience it was. Mr. John Leaning explained the purpose and organization of the Services. The object is not to distribute propaganda, but simply to get the American people better acquainted with Great Britain and her people. The library is planned with this purpose in mind. On the shelves of this amazingly fresh, clean room, are to be found all sorts of books, pamphlets, periodicals, newspapers, government publications, etc., many of which have nothing in common except that they deal with some phase of English life. Mr. Samuel G. Bloomfield, the librarian was a most gracious host, and explained that he is supposed to be able to answer absolutely any question, whatsoever, about England. If he cannot find the answer in his numerous resources, he is willing to write elsewhere. He distributes a vast amount of literature (some of which is free of charge!), and all in all must be a very busy man. Mrs. Ruth Prosser showed a number of films. The room was small, so that not all could crowd into it at once; but we took turns, and Mrs. Prosser didn't mind showing them over and over again, so that everyone was able to see all of the most interesting films. The Service both sells and rents these films, to people who are interested. They are neither horrible nor painful to witness; they simply show the different phases in the lives of a people at war; a people who are putting all their efforts into a struggle in which they know they are "on the right side of the gun," and who know that if they should lose, nothing would be left of the England they have always loved, the country, where, as we heard Winston Churchill say in one of the movies, books will never be burned!

#### NEW MEMBERS

We have two new members this time, and very glad we are to have them, too! They are Mr. Samuel G. Bloomfield, who was our very kind host at the British Information Services during our October meeting, and Mrs. Carmen Maniscalco, who is now the librarian for the Commonwealth Club of S.F.

#### PUBLICATIONS

THOMPSON, Elizabeth H., ed. A.L.A. glossary of library terms. Chicago, AIA, 1943. 170p. \$3.50.

VAN MALE, John. Resources of the Pacific Northwest libraries; a survey of facilities for study and research. Seattle, Wash., Pac. Northwest lib. assn., 1943. 419p. \$4.00. (Includes Brit. Columbia, Wash., Oregon, Idaho, Montana)



## FAR AWAY, BUT VERY ACTIVE

To be a Naval librarian, and to work in a well equipped library such as ours, is a challenge and a stimulating experience to anyone who enjoys library work and its associations with all types and kinds of people. This is particularly true of the Naval Air Station in Seattle, which does so much to contribute to the comfort and happiness of its personnel that it is frequently referred to, admiringly, by the men, as "The Sand Point Country Club," or, simply as "Paradise."

The Library, which is under the supervision of the Recreation and Welfare Officer, is a pleasant, restful room in the Recreation Building, which was built only a couple of years ago. As a result of its newness, it is modern and up-to-date. Its adjustable book shelves and magazine racks as well as its tables and chairs built on this station by Public Works are of excellent workmanship and design. Its tables accommodate 64 men, with a possible seating capacity of 100 men. A lounge with a few comfortable chairs and tables is at one end of the room. The staff of the Library consists of the Librarian and her assistant, both full time civil service appointees who work a forty-eight hour week, and a WAVE who is a part time library assistant. The library is open 12 1/2 hours a day seven days a week, from 9:30 A.M. until 10:00 P.M.

One of the unusual features of this particular station library is that books may be issued not only to naval personnel of this station but also to their dependents. Also book service is given to the dispensary four afternoons a week. As a result of issuing books to Navy wives as well as WAVES, there is almost as much variety in reading interests as in the branch of a public library. Many of the women read love stories or "best sellers" whereas the men may study technical books on radio, mathematics, aeronautics or meteorology, or read the latest books about the war, or spurn literature on the war entirely, and read westerns, mysteries and light fiction as escape literature from the realities of war. So many of the officers and enlisted men have seen active service in the Aleutians, Solomon Islands and Alaska, that it is not strange that this circumstance should influence their choice in book selection. Travel and biography are always read, and poetry is very popular. Also James Thurber, Ogden Nash, and other humorists are in demand. Our reserves, which vary from time to time, at present include books of current interest such as "The Robe," by Douglas, "Preface to peace," by Willkie and others, "For whom the bell tolls," by Hemingway, "Thirty seconds over Tokyo," by Lawson, as well as several books on mathematics, meteorology and air navigation. Many of the men use the library not only as a reading room, but as a quiet place to study and write letters. The library is well equipped with magazines and newspapers which are in constant use.

There is never a dull moment in library work at this Naval Air Station. Like Clive of India, we feel that "there is so much to do, and so little time in which to do it." However we librarians feel that our efforts are not in vain, if we can contribute in a small way, toward the moral of the men and their wives, which is as much a part of our job as giving the best possible library service. In that way we hope not only to help them, but kindle an interest in books and libraries that will continue long after the war!

Laura W. Capen, Librarian, U.S. Naval Air  
Station, Seattle, Washington



## A BUREAU OF BUSINESS RESEARCH IN WASHINGTON

The Bureau of Business Research is a part of the College of Economics and Business of the University of Washington. The Bureau Library is primarily a collection of documentary and pamphlet materials concerning business and economics in the Pacific Northwest. Special phases of this field are developed as the demand arises. At present, the emphasis is upon industrial development for the war effort and planning for the postwar period to follow. In connection with this work the Bureau is carrying on an extensive survey of the development of the aluminum industry in the Northwest and the possibility of a postwar market. The Library has a large collection of materials on aluminum and an extensive bibliography of references concerning the raw materials, manufacture, marketing, and uses of this metal. The Bureau is participating with the Washington State Planning Council in its postwar planning activities, and the Library contains both published materials on planning and a growing bibliography of references to other postwar items. Besides these special interests, the Bureau answers requests from local business men, Chambers of Commerce, and governmental organizations for business statistics and help with their particular economic problems.

Of special interest to Librarians may be the Bureau's publication, Northwest Industry, which presents articles concerning Northwest business, economics, and industrial development. A bibliography of references to the Northwestern states and British Columbia is included in each issue.

Alice Blackburn, Librarian, Bureau of Business Research.

### DO YOU WANT TO HELP OUR MERCHANT SEAMEN?

The United Seamen's Service is greatly in need of daytime volunteer workers. This Service has recently taken over a new building at 437 Market St., in which various activities will be carried on to make the few hours or days stop-over in the port of San Francisco as pleasant and comfortable as possible for the Merchant seamen of the United Nations. Its program provides for maintaining clubs and housing facilities for the use of these men and recreational, medical and personal service for their benefit. During the approximate nine months existence of the San Francisco local organization, there has been a small group of volunteers devoting their time to sewing labels and knitting scarfs, sweaters, etc. for the men on the seas. They are asking for more aid in this activity. Then recently another project has been started of filling chests with various games to be put on the ships. San Francisco school children are building the chests and volunteers are wanted to pack them -- the goal is to fill 150 chests a month and to put them on every Liberty ship that leaves this port.

When the Service really gets under way in the new building, they will need receptionists, assistants to service workers, more sewers and knitters, clerks, and several other types of volunteers who may render service according to their individual interest and skill. Application forms will be provided at the next SLA meeting for any librarians and their friends who can volunteer a few hours during the day. The United Seamen's Service will also welcome donations of games and current reading matter. They particularly requested suggestions from librarians as to the type of books that should be provided and how they should be handled and any other pointers in the way of handy and valuable files, such as available hotels, etc.

Beryl Lusher, Defense Chairman

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<u>Union List Compilation</u>	Mrs. Marjorie P. Madison, Standard Oil Co. of California. San Francisco. Sutter 7700

AMONG OURSELVES

The San Francisco Chronicle for October 22 and 23 reported an interesting controversy between Miss Jessica Fredricks and Author Oscar Lewis, in which Miss Fredricks seemed to have the best of things. The dispute pertained to the first San Francisco appearances of Emma Nevada and Adelina Patti. Avis Bryson recently turned into Avis Bryson Stopple. Dr. Evelyn Steele Little of Mills College has been appointed assistant director of the American Library in London. And Dr. Peter Thomas Conmy assumed on November 1, the position of Librarian of the Oakland Public Library, which was left vacant when John B. Kaiser went to Newark in April. Dr. Conmy has degrees of Master of Arts from U. C. and Stanford respectively, and a degree of Doctor of Education from U.C., as well as many years of experience as an administrator, and is the Grand Historian for the Native Sons of the Golden West.



SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

January 1944

Volume 14

Number 4

JANUARY MEETING

DATE: Thursday, January 20, 1944 6:30 P.M.

PLACE: Riviera Restaurant  
Union & Stockton Sts., S.F. Price \$1.29  
incl. tax

PROGRAM: Our guest speaker of the evening will be Captain Norman F. D'Evelyn, Officer in charge of the Army Map Service, Corps of Engineers, U.S. Army. Captain D'Evelyn will tell us about the very interesting work of the Army Map Service in its search for foreign maps. Since he has been working with these maps for quite some time, now, he will be of invaluable aid to everyone who has a map collection.

HOW TO GET THERE:

Take any Market St. car which stops at Stockton St. At Stockton & Market, take an "F" car, and get off at Union St.

RESERVATIONS:

Please make your reservations by Monday, January 17, at the latest.

San Francisco members call:

Miss Kathleen Mopre

Graystone 8700

East Bay members call:

Miss Carol Cox

Ashberry 6000,  
Local 420

## "PUTTING KNOWLEDGE TO WORK"

### SPECIAL LIBRARIES ASSOCIATION SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 14

January 1943

Number 4

#### JANUARY MEETING

For details of our January meeting see the opposite page.

#### NOVEMBER MEETING

After a dinner at the Clinton Cafeteria, on November 18, we visited the Library of the San Francisco Chronicle. There, our amiable hostesses, Mrs. Marjorie Brown, the Librarian, and her Assistant Miss Thelma Weber showed us an up-to-date, excellently organized newspaper library. The Chronicle is clipped carefully, and other newspapers are clipped, also, if they run a different story. Clippings are filed under four classifications, Biography, Subject, Geography, and War. The Biography file was particularly exciting to us, because practically every member was able to find something there about either herself, her family, or some of her close friends. Everything which does not belong in either of the other three files goes into the Subject file, under its subject. The War file, said Mrs. Brown, is "fool-proof." It is so well provided with cross-references, and brief notes about the contents of each article saved, that it is practically impossible to ask a question about the war, which cannot be answered, provided, of course, that the Chronicle has had a previous article on the subject. After browsing among all these interesting clippings, one could not help thinking that it would be fun to work in a newspaper library, especially one like the Chronicle library.

#### WELCOME TO NEW MEMBERS

We have many fine new members to report this time. They are:

Miss Margaret Adair, Golden State Co., Ltd., S.F.  
Mrs. Marjorie D. Brown, San Francisco Chronicle Library  
Miss Dorothy Clark, Mechanics' Institute, S.F.  
Dr. Peter T. Conmy, Librarian, Oakland Public Library  
Miss Priscilla J. Ferguson, Standard Oil Co., Richmond  
Miss E. Eugenia Patten, Bureau of Public Administration, U.C., Berkeley  
Mrs. Pansy Stagner, Librarian, Pan American Airways, Honolulu, T.H.  
Miss Thelma Weber, San Francisco Chronicle Library

#### OVERSEAS MEMBER

Our new Active member, Mrs. Pansy Stagner, Maintenance Librarian for Pan American Airways, in Honolulu, has a very full schedule. Her Maintenance Library works in cooperation with the main library of PAA at Treasure Island, and they are indeed busy places these days! Extensive technical library service is given for the various training programs; magazines are routed from Treasure Island to and from Honolulu for morale purposes; pleasure reading books are being borrowed at Honolulu from the Hawaiian Public Library, and this privilege is now extended to the PAA library there. We shall hope to hear more of the interesting things Mrs. Stagner is doing some time in the near future.



OUR ARMY NEEDS MAPS NOW!!

DO YOU HAVE ANY LARGE-SCALE FOREIGN MAPS IN YOUR LIBRARY?  
DO YOU KNOW OF ANYONE WHO MIGHT HAVE ANY SUCH MAPS?

THE ARMY NEEDS THEM NOW!

Please fill out the attached questionnaire,  
and mail it in the postage-free envelope to  
the Army Map Service, 74 New Montgomery St.,  
Room 540, San Francisco, 5, California.

FOREIGN MAPS are being sought all over the country by the Army Map Service, Corps of Engineers, for the collection of the Army Map Library in Washington, D. C.

THE ARMY MAP SERVICE has asked the Special Libraries Association to assist in the search for these large-scale foreign maps. It presents a real opportunity for us to be of service to our Government in its prosecution of the war. The attached questionnaire entitled "Survey of sources for large-scale foreign maps," calls for two types of information; first, the holdings of your own library, and, secondly, the names & addresses of any institutions or persons, whom you believe might be in possession of any such maps. People who have traveled in Europe, particularly by automobile, or who have studied extensively abroad, would be likely to have collected some maps of this type. Even, if you have nothing of value in your library, and do not know of any sources, it is hoped that you will send in the questionnaire, so that the Army Map Service will then know that it is not necessary to contact your library.

FOREIGN CITY PLANS, on a scale of not less than 1:25,000 (2 1/2 inches to one mile) and guide books of recent date are especially needed; topographic and geological maps on a scale not smaller than 1:1,000,000 (16 miles to the inch) are also urgently sought. The Army is also interested in gazeteers, postal guides, place lexicons, and important atlases.

GIFT OR LOAN. Whether your material, or the material you know of is available as gift or loan, it should be reported to the above-named office. The Army Map Service keeps a master index of the material in the Army Map Library, and if you give the exact title, authority, date, and scale, can check your listing against this index. If your map is only available as a loan, it will be borrowed by the Army Map Library, reproduced, and then returned to you. Provision will be made so that no expense will be involved to map owners in forwarding or handling material.

EXCLUDED. Certain types of maps are definitely NOT WANTED! It will save a great deal of time if none of these are submitted. NOT WANTED are maps published by the United States and British governments, National Geographic Society, domestic maps, and small-scale maps.

## SHALL WE AMEND OUR NATIONAL CONSTITUTION?

The National association has asked us to discuss proposed amendments to the national Constitution at our next meeting, and to submit our opinions and recommendations. Space does not permit us to give much detail, but the highlights of the proposed changes are as follows:

It is planned to amend Article II so as to state qualifications for membership in general terms in the Constitution, and transfer to the By-Laws detailed provisions of classes and qualifications. In this way, changes in rules for membership, particularly dues, could be made at any meeting of the Association. It has been suggested that this may not be desirable "in view of the comparatively small percentage of members who are able to attend the annual meetings."

Changes in the classifications and qualifications of members are suggested. At present there are 55 classes, Associate, Active, Institutional, Honorary, and Life. 6 classes are proposed, Associate, Active, Institutional, Sustaining, Honorary, and Life. The new dues would be: Associate, \$3.00; Active, \$5.00, Institutional, \$15.00; and Sustaining, \$25.00 per annum. Associate members would be held only by library school students and assistants in libraries receiving compensation up to \$1500 per year. This automatically eliminates all research workers, who are not classified as librarians, persons who are interested in libraries, but do not work in them, also librarians who receive more than \$1500 per year, and do not care to pay for an Active membership. Active membership would be limited to those engaged in, or interested professionally in library, statistical, or research work. Institutional memberships would go only to libraries, firms, or organizations, which already have a library, statistical, or research dept. This would eliminate any firm or organization, which was contemplating having a library, but did not have one, as yet. Sustaining membership would be for persons not in library work, but interested in the Association. They would not have the vote, and the \$25.00 in dues would be prohibitive in practically all cases. If these provisions are enacted, they will change the status of a large group of our members, necessitate the payment of more dues in a great many cases, eliminate some names from our membership rolls entirely, and doubtless cause the resignation of many more. Consequently, it is extremely important for us to think seriously about these proposed changes, and submit our recommendations.

It is proposed, too, that membership in Group affiliations be limited. It seems that a great many sign up for these groups, never attend the meetings, and never take any active interest in their activities. Since there has been considerable complaint on the part of the Group officers on this score, we should think about this matter also. If you have any suggestions or criticisms to offer, and will not attend the January meeting, you are urged to send them to our President, Miss Anne Avakian, at the U.S. Dept. of Agriculture Library, Western Reg. Research Laboratory, Albany.

### AMONG OURSELVES

Our President & Secretary-Treasurer have been doing some exciting things lately. Lawrence Shaw is now the Assistant Economist, Industrial Analysis Section, Engineering and Development Division, still, however at the Western Regional Research Laboratory. Anne Avakian succeeded Mr. Shaw as the Librarian of the Albany Sub-Branch of the U.S.D.A. Library in Albany. We wish them much happiness in their new positions, and are thankful that Mr. Shaw is going to carry on as our Secretary-Treasurer, even though he is no longer in library work.



SAN FRANCISCO BAY REGION CHAPTER OFFICERS  
AND COMMITTEE CHAIRMEN, 1943-1944

<u>President</u>	Miss Anne Avakian, Western Regional Research Laboratory, Albany. Landscape 5-2244
<u>Vice-President &amp; Editor</u>	Miss Ellen J. Cornish, Oakland Public Library Oakland. Twincaks 1400
<u>Secretary-Treasurer</u>	Mr. Lawrence Shaw, Western Regional Research Laboratory, Albany. Landscape 5-2244
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<u>Membership Committee</u>	Miss Theodora T. Larsen, Alameda Free Library Alameda. Lakehurst 2-3578
<u>Program Committee</u>	Mrs. Marie Wild, S.F. Community Chest, San Francisco. Garfield 8600  Miss Kathleen Moore, National Broadcasting Co., San Francisco. Graystone 8700
<u>Publicity Committee</u>	Miss Gertrude Searby, U.S. Bureau of Foreign & Domestic Commerce, San Francisco. Douglas 1593
<u>Union List Compilation</u>	Mrs. Marjorie P. Madison, Standard Oil Co. of California, San Francisco. Sutter, 7700

THE LOAN FILE OF CLASSIFICATIONS

"In 1924, Special Libraries Association started a loan file of classifications and lists of subject headings for the use of those planning to reclassify their libraries or start a new classification on a special subject for which the large classifications were not sufficiently detailed. The file has grown until now it consists of over 300 items. These have been used constantly but many of them are now out of date and new subjects have come up for which there are few or no schemes in the file. This is especially true of aeronautics, chemistry, engineering and other technical subjects.

"We are anxious to assemble as large a collection as possible at Headquarters. Will all SLA members consider themselves scouts to discover schemes which are in use and let the Chairman of the Classification Committee know about them? Please address all letters to SLA Headquarters, 31 E. 10th St., New York, 3, N.Y."



SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

February 1944

Volume 14

Number 5

## FEBRUARY MEETING

DATE: Thursday, February 17, 1944 6:00 P.M.

PLACE: Presidio, San Francisco Price depends on you, but  
will be less than \$1.00

PROGRAM: We shall visit the Presidio in San Francisco. All members planning to attend should be at the Presidio gate by 6:00 P.M., sharp, at which time and place Col. George Munteanu will provide cars, which will carry us the two miles into the grounds. We will have dinner at the Post cafeteria, and will visit the 9th Service Command Library, under the direction of Mrs. L.L. Frisby, and the Post Library, which is in charge of Miss Ethel DeWitt. We shall also be shown the Officers' Club. With so many thrilling things to see, it will be very difficult for anyone to remain at home that evening.

### WHAT TO BRING:

It has been suggested, in connection with the Victory Book Drive, described in the Bulletin, that everyone who can might bring at least one book, from her own library, if possible, for Mrs. Frisby to use in her Library. The types of books wanted are described in the Bulletin. Mrs. Frisby is being so kind to us, that it is hoped we can show our whole-hearted support by doing this for her and the boys in the Armed forces.

### HOW TO GET THERE:

The "D" car, which goes to the Terminal, will take anyone to the Presidio gate, without the necessity of transferring to any other line.

### RESERVATIONS:

Please make your reservations by Monday, February 14.

San Francisco members call:

Miss Kathleen Moore

Graystone 8700

East Bay members call:

Miss Carol Cox

Ashberry 6000,  
Local 420

## "PUTTING KNOWLEDGE TO WORK"

### SPECIAL LIBRARIES ASSOCIATION SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 14

February 1943

Number 5

#### FEBRUARY MEETING

For our February meeting we shall visit the Presidio in San Francisco. For details see the opposite page.

#### JANUARY MEETING

Fifty-three persons sat down to an immense table at the Riviera Restaurant on the evening of January 20. Unquestionably, the reason for this large attendance was our guest speaker, Captain Norman F. D'Evelyn, Officer in charge of the Army Map Service, Corps of Engineers, U. S. Army. He told us of the tremendous need which the Army has for maps, of all parts of the globe, particularly maps on a large scale. The Army Map Service was only a small unit prior to the war; now it is performing the mammoth task of collecting, reproducing, and cataloguing all the foreign maps it can possibly locate. The Captain urged us to be constantly on the look-out for persons who might be in possession of the types of maps, which are so needed by the Army. Even if our own libraries do not have any of these maps, we do not need to feel useless. For, by constantly being on the look-out, we may discover other sources. Also, our meeting was distinguished by other interesting events. Some reports were made by committee chairmen, and the proposed revisions to the National Constitution were discussed. After the discussion had ended, the group voted unanimously to keep the provisions for amending the Membership rules in the text of the Constitution, instead of transferring them to the By-laws as the proposed changes had suggested. San Francisco members seemed to want membership regulations in the Constitution. It is to be hoped that the rest of the meetings this spring will be as entertaining and well-attended as was our first meeting of 1944.

#### NEW MEMBERS

The month of February has been designated as Membership Month, and all chapters are asked to conduct an intensive Membership drive. The drive will last from February 1 to February 29, 1944. It is hoped that all persons who have been planning to take out memberships will select February as the time to act. Also, anyone with friends interested in SLA, should urge them to join some time during this month, if they can possibly do so. We want San Francisco to make as good a showing as possible.

We are very happy to report two interesting new members this time. They are:

Miss Joan London, State Federation of Labor, Institutional Membership  
Miss Elizabeth Martin, Post Library, Presidio, Associate Membership.



## SEND YOUR BOOKS TO WAR

Special Librarians in the Bay Area are being asked to do all they can to assist in the "SEND YOUR BOOKS TO WAR CAMPAIGN" now being conducted by the California Library Association through the War Activities Committee of C.L.A., headed by Miss Habel Gillis, State Librarian.

Although a similar campaign was conducted last year through the American Library Association, the need for books is so acute in the West Coast area, that the California Library Association has undertaken this new campaign in the hope of alleviating the situation. Miss Gillis states, "Books are still urgently needed, especially in the two branches of the 9th Service Command from which travelling libraries are in constant demand for isolated units, and many thousands of volumes are requested for transports and overseas shipments. Both branches now have many unfilled requests, and so early action is necessary."

Won't you please see that your Library makes some contribution, however great or small to this campaign? Special Libraries are being particularly asked to contribute technical books in their own fields, and we are asking that every library in the area give at least one book, - which is after all a small enough request.

In addition it has been suggested that Special Libraries, through their daily contacts with business and industry may aid in the collection of general fiction and non-fiction. As an example of what can be done with a very little effort, the undersigned has already collected almost 50 books simply by word of mouth publicity, and a few telephone calls to member companies. Stress should be laid on the point that the Service libraries want up-to-date material, not shelf cleanings, and appreciate particularly modern novels, books of travel, world events, biography and modern books on technical subjects such as electricity, radio and mechanics.

Here are a few suggestions, one or more of which should fit in with your individual organization.

1. Give a duplicate volume, or a volume that you no longer need, directly from your Library collection.
2. Take up a small collection from members of your staff and patrons of your Library, and purchase a book. (Mrs. L. L. Frisby, Librarian of the 9th Service Command requests that Special Librarians send her books, not money, as they can most effectively select the best technical book in their own field.)
3. Use that Library fine money, which has been accumulating, for this good purpose.
4. Put a little card sign on your desk "Books will be accepted here, etc." and give the idea all the word of mouth publicity you possibly can.
5. Circularize, your organization by letter or mimeo, and put a note in your next book bulletin.
6. Get what press publicity you can for the drive, either in your company house organ, or in the trade journal serving your business.

This bit of war work is particularly our function as members of the Library profession. Won't you please do all you can to help.

Books may be mailed directly to Mrs. L. L. Frisby, Librarian, 9th Service Command, Building 640, Presidio of San Francisco, or brought in or mailed to Mrs. Avis Stopple, Librarian, Fire Underwriters' Association of the Pacific, 818 Merchants Exchange Building, San Francisco, 4, California.

Avis Stopple, Member War Activities Committee,  
California Library Association

## THE STUDENT LOAN FUND

The National organization has asked us to mention the possibilities of the Special Libraries Association Student Loan Fund. The fund is designed "to provide financial assistance to those members who wish to carry on professional study in an accredited library school. Applicants for assistance from the Fund must have been members of the Special Libraries Association for at least one year prior to the date of application and such applicants must maintain their membership throughout the duration of the loan. Applicants shall bear the endorsement of the local Chapter president unless the member be from a section without Chapter development. Preference shall be given to persons employed in a special library or persons with satisfactory experience in a special library ..."

Applications will be received until three months before the beginning of an academic session. The Student Loan Committee determines the amount of the loan, but a single grant may not exceed \$500.00. Study is not restricted to any particular institution. All members interested should inquire of our president, Miss Anne Avakian, at the Western Regional Research Laboratory, Albany, phone Landscape 5-2244, or should write direct to the Chairman of the Student Loan Fund, Marguerite Burnett, Librarian, Federal Reserve Bank of New York, New York, 7, New York.

## ALIEN PATENTS

"The chemical patents and patent applications vested by the Alien Property Custodian have been abstracted by the American Chemical Society and are now being indexed by the Science and Technology Group of SLA. In January these abstracts will be published in 31 classified, indexed pamphlets, to be followed by a master index and supplement of new abstracts. The prices, if demand justifies, will be \$1.00 for any pamphlet and \$25.00 for all 33. ... Order forms may be had from the Alien Property Custodian, Field Building, Chicago, 3, Illinois."

Bulletin of the Philadelphia Chapter, Nov. 1943

## AMONG OURSELVES

Our members have been doing so many things, and moving around so much, lately, that it is hopeless for the Editor to try to keep track of them. A few of the activities, which have been brought to our attention are: Miss Katherine Karpenstein is now the librarian of the Municipal Reference Library in Seattle, Washington. Miss Anne Burnett has taken charge of the Library of the Institute of Pacific Relations, and Alice Kirwan is now with the Stewart Oxygen Company, both of San Francisco. Mrs. Marie Wild is working for the Russian War Relief instead of the War Chest. Miss Thelma Reid has recently returned from a trip to Washington, D.C., to accept the position of "State Library Field Representative" in Sacramento. Miss Dorothy Simpson is now at the Bureau of Public Administration, and her former position of Assistant Librarian at the Safeway Stores Library has been taken over by Margaret M. Butler. Miss Florence Marr will begin her new job in the Alameda County Library on Valentine's day. Too many thanks cannot be extended to Miss Doris Lanctot for addressing the envelopes for the Bulletin this month. And, of course, everybody, who is interested in government documents will want to read Jerome K. Wilcox's article, "New guides and aids to public documents, 1942-43," which appeared in Special Libraries for January, 1944.



SAN FRANCISCO BAY REGION CHAPTER OFFICERS  
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<u>Duplicate Exchange Committee</u>	Miss Elizabeth Nutting, Shell Development Co. San Francisco. Exbrook 5400
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<u>Employment Committee</u>	Mrs. Jeannette G. Yeazel, Standard Oil Co. of California, San Francisco. Sutter 7700
<u>Membership Committee</u>	Miss Theodora T. Larsen, Alameda Free Library Alameda. Lakehurst 2-3578

<u>Program Committee</u>	Mrs. Marie Wild, Russian War Relief, Inc., 422 Sutter, S.F. Exbrook 3244
	Miss Kathleen Moore, National Broadcasting Co., San Francisco. Graystone 8700

<u>Publicity Committee</u>	Miss Gertrude Searby, U.S. Bureau of Foreign & Domestic Commerce, San Francisco. Douglas 1593
<u>Union List Compilation</u>	Mrs. Marjorie P. Madison, Standard Oil Co. of California, San Francisco. Sutter 7700

CHANGES OF NAME & ADDRESS

Please be sure to report all changes of name and address to the Secretary-Treasurer, Mr. Lawrence Shaw, at the Western Regional Research Laboratory, Albany, phone Landscape 5-2244, so you will be sure to receive your Bulletin promptly.



SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

March 1944

Volume 14

Number 6

### MARCH MEETING

DATE: Thursday, March 16, 1944 6:30 P. M.

PLACE: College Women's Club Price \$1.29  
Bancroft & College, Berkeley incl. tax

PROGRAM: After dinner we shall visit the University of California Engineering Library, which is located in Room 208 of the main Engineering Building on the campus, to the north-east of the Main Library Building. Our hostess will be the librarian Mrs. Blanche H. Dalton, who has promised to show us her up-to-date, technical library, which is playing such an important part in the Army & Navy War Training Programs. Persons who wish to attend the meeting, but not the dinner, should plan to be in the lounge of the College Women's Club, by 7:30 P.M.

#### HOW TO GET THERE:

East Bay people should take any car marked "6", and get off at the corner of Bancroft & College Aves. The College Women's Club is on the southwest corner. San Francisco people should take the "F" train at the Terminal, and transfer at Alcatraz and Adeline to the "K" car, which makes direct connections with the "F" train. This car stops at Bancroft & College Aves.

#### SPECIAL FEATURES:

Mrs. Dalton has arranged several special surprises for us. Associate Dean L. M. K. Boelter of the College of Engineering will speak to us after dinner on "Engineering: How libraries may serve the profession". And the Spectro-radio-metric Laboratory will give us a demonstration of electrical engineering and "Lighting as applied to visual tasks", with emphasis on reading light.

RESERVATIONS: Please make your reservations by Monday, March 13, 1944

San Francisco members call:

Miss Kathleen Moore

Graystone 8700

East Bay members call:

Miss Carol Cox

Ashberry 6000

Local 420

## "PUTTING KNOWLEDGE TO WORK"

### SPECIAL LIBRARIES ASSOCIATION SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 14

March 1944

Number 6

#### MARCH MEETING

For our March meeting we shall visit the Engineering Library at the University of California. For fuller details see the opposite page.

#### FEBRUARY MEETING

For our February meeting we were entertained by the U. S. Army at the historic old Presidio in San Francisco. From the time we arrived, at 6:00 P.M. to shortly after 9:00 P.M., when our meeting ended, we were treated like queens; every provision had been made for our comfort and entertainment. We had a dinner at the Army cafeteria, which was both inexpensive and delicious. After being welcomed by Col. George Munteanu, we crowded into the three large army buses which were waiting for us outside. Then, under the guidance of Captain Walter Hockett, we were driven all over the grounds and up to the new library at Fort Scott, which is under the direction of Miss F. Helen Parker. It was a brand-new spacious, beautifully furnished, home-like room, well equipped with books of all sorts. Next we were driven to the Library of the 9th Service Command, which is under the direction of Mrs. Leah R. Frisby. Here we learned how important it is for us to get behind the Victory book drive. Many, many soldiers depend on these books for their reading matter. (There is more about this drive in another part of the Bulletin). Next we saw the Post Library, which is supervised by Miss Ethel DeWitt. It was a large library, provided with a very tempting looking balcony, which seemed to house a great many of the books. Our last treat was the Officers' Club. Here may still be seen a small portion of the wall, which was a part of the old Spanish fort, built in 1776. As the party broke up everyone was still exclaiming what a wonderful evening it had been. It would be hopeless to find words to thank the Presidio for the splendid time it gave us, but the courtesy, consideration and effortless efficiency which we witnessed on that occasion certainly made us very proud of our Army!

#### DUPLICATE EXCHANGE

"The Duplicate Exchange Committee is now assembling material for the Spring issue of the Duplicate Exchange List. If, as we hope, you have some contributions to offer, the list should reach the chairman by March 20th. As usual, your list may be made in any convenient form and do not forget that 'wants' may be included! It has also been suggested that the contributors indicate how long the material offered will be held before it has to be discarded.

"The distribution of the list will again be limited to the contributors and to those libraries and individuals requesting copies." Fuller information may be obtained from the Chairman, Miss Elizabeth Nutting, at the Shell Development Company, 100 Bush St., S.F., phone Exbrook 5400, Local 299



## A NEW LABOR LIBRARY

The Research Library and Statistics Bureau of the California State Federation of Labor was created in 1941 by the Federation's 42d annual convention, and began its work in December of that year, one week after Pearl Harbor. Today it is serving a membership of close to a million workers organized in the more than a thousand local unions and councils affiliated with the Federation, and representing the countless crafts in the wide variety of industries throughout the State of California. The need for the establishment of such a department within the Federation had long been felt. More and more, as trade union organization and collective bargaining progressed during the '30s, it became apparent that the unions would benefit enormously if a central clearing house of information were available to them. Facts to support their demands during contract negotiations, knowledge of federal and state labor laws to meet specific problems and grievances, comparative wage data, cost of living indexes, accident statistics -- all this and much more was required by the unions, often urgently and on short notice. Furthermore, as the traditional, direct methods of collective bargaining between an employer and the representatives of his employees increasingly gave way before the new trend toward bargaining by employers' associations on behalf of the employers involved, with batteries of legal and technical experts to prepare for and handle the negotiations, it was evident that the unions representing the employees had to obtain similar assistance. The services of attorneys or of the few bureaus equipped to handle such work for the unions were extremely expensive, however, and on too many occasions these sources unfortunately failed to be as competent as the situation demanded.

Even before the Federation's department began to function, the federal government had begun to play a definite role in the field of labor relations in order to speed the progress of the defense program. The National Defense Mediation Board had come into being in March, 1941. A month after Pearl Harbor the present National War Labor Board was created, and thereafter governmental authority was rapidly extended over matters formerly worked out solely between employers and employees, with only occasional intervention, upon the request of the interested parties, of the U. S. Conciliation Service. A large part of the work which the department had to prepare to undertake as rapidly as possible was, therefore, the preparation and presentation of cases for the unions before the WLB: Form 10's, or consent cases for wage increases; dispute cases; and appeals from adverse decisions. Almost every case involves the preparation of briefs, accompanied by statistical studies and other evidence.

Space does not permit even a rough outline of the tremendous volume and scope of the materials that had immediately to be assembled from a variety of sources, classified, and arranged so as to be readily available, in order that we might be in a position never to refuse a case brought to us by any of our affiliates, no matter how crowded our case file might be. It must be remembered that no charge is ever made for the services rendered by the department to the unions; support of the department comes out of the small per capita tax paid monthly to the Federation by the affiliated organizations. Nor does space permit more than the merest mention of a few of the other services rendered by the department, materials for which the library must provide in whole or part: assistance during the contract negotiations that precede the time when the WLB takes jurisdiction; preparation of minimum wage briefs for unions concerned and representation of these unions at hearings before the Industrial Welfare Commission's



Industry Wage Boards; a complete legislative service during regular and special sessions of the State Legislature so that the unions may be fully informed concerning labor bills under consideration and inquiries be promptly and accurately answered; the publication of the Federation's Weekly News Letter, which brings to all the affiliated unions the latest information obtainable on a wide range of subjects of extreme importance to labor.

As for the future of the department, it is possible to predict only growth and expansion, as the wartime world is replaced by a postwar world in which organized labor is determined there shall be less chaos and disorder and more consciously planned progress than followed in the wake of World War I. In this work, the Federation's library will play an active role.

Joan London, Librarian

#### KEEPING POSTED ON THE BOOK DRIVE

THE SEND YOUR BOOKS TO WAR CAMPAIGN of the California Library Association is now in full swing, and the general drive for San Francisco will be directed by Mr. Robert Rea, City Librarian. City Librarians of Oakland, Berkeley and Alameda are also participating, and a statewide publicity campaign for both press and radio will shortly get under way.

In order to fill the continuing and increasing demands for so many books needed overseas, it will be necessary to continue the drive indefinitely, and very likely for the balance of the year. Librarians throughout California are being asked to put their wholehearted and concentrated effort behind this undertaking. Members of the San Francisco Bay Region Chapter of S.L.A. will shortly receive additional information about the drive and posters. The following letter received from Mrs. Leah Frisby will indicate how much there is to be done.

Avis Stopple

#### A MESSAGE FROM MRS. FRISBY

Dear Members:

In behalf of the soldiers who will eventually read them, the Branch wishes to thank the members of the Association for their contribution of books, and money for books, received the evening of the visit of the Association to the Presidio.

Some technical books have been received since then, but we need many more. Interviews with men who have returned from the South Pacific all contained the same plea, "Please give us more technical books." Since this war is such a scientific one, the need for the books is obvious. Especially needed are books on engineering - diesel, electrical, etc. Because of their expense, the branch seldom receives books on these subjects. Because of the army training programs and the constant research and efforts of men in the field to enlarge their knowledge, these books are received with immense gratitude. A recent survey, conducted on scientific lines in the South Pacific revealed that "21 per cent of all men had read a book during their leisure time the preceding day, and 19 percent of the men said that a good assortment of books would best satisfy their recreational desires. Books ranked above athletics, for example, in popularity and use." The Branch is in possession of books returned from transports, for mending, and their dilapidated condition bears mute evidence of book-hungry men.

Leah R. Frisby

## IT COSTS . . . BUT IT PAYS!

Membership in the American Library Association gives you: The A.L.A. Bulletin; Placement service without additional fee; Individual listing in the annual directory of libraries and librarians; Affiliation with one divisional group of your choice; Advantages of the Association's nonprofit, cooperative publishing program in behalf of library progress; An annual national conference held in different parts of the country, (out for the duration); Information and advisory services from a headquarters office and staff; Direct benefits from the work of over seventy committees dealing with specific problems; Opportunity to participate in a sound retirement plan designed especially for librarians.

The advantages that can be shared and the aims that can be accomplished depend directly upon membership support. JOIN OR RENEW NOW! Membership blanks may be obtained from Elsie Schaufler, Oakland Public Library, or, direct from the American Library Association, 520 N. Michigan Ave., Chicago, 11, Illinois.

### NEW MEMBERS

We are pleased to greet several new members this month. They are:

Mr. Albert Boynton	United Air Lines	Active
Mrs. Margaret Burton	Safeway Stores	Active
Mrs. Dorothy Donahoe	Oakland Public Library	Associate
Mrs. Leah R. Frisby	9th Service Command	Active
Miss Dorothy E. Hayes	Bank of America	Active
Miss Margaret McKellar	Metropolitan Life Ins.	Associate
Miss Ann Scudero	Joshua Hendy Iron Works	Institutional

### SAN FRANCISCO BAY REGION CHAPTER OFFICERS AND COMMITTEE CHAIRMEN, 1943-1944

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SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

April 1944

Volume 14

Number 7

APRIL MEETING

DATE: Thursday, April 20, 1944 6:30 P.M.

PLACE: Clinton Cafeteria Price depends on  
18 Powell St., S.F. you

PROGRAM: After dinner we shall visit the Library of the California State Federation of Labor, in the Flood Building at 870 - Market St. We will be the guests of the Librarian, Miss Joan London, who, besides being a librarian, is also a writer of recognized literary merit. She is the author of "Jack London & his times," the popular biography of her well-known father, which was a best seller a few years ago, and is still very much in demand in public libraries. Persons who come to the dinner will take their tray around the usual course, and then should ask for the Special Libraries' Association's private room, which is being reserved for us. Persons who wish to attend the meeting, but not the dinner, may either be in the lobby of the Clinton cafeteria before 7:45 P.M. (when the lobby closes), or may come to the lobby of the Flood Building, between 7:45 P.M. and 8:00 P.M.

RESERVATIONS: Please make your reservations for the dinner by Monday, April 17, 1944

San Francisco members call:

Miss Kathleen Moore Graystone 8700

East Bay members call:

Miss Carol Cox Ashberry 6000,  
Local 420

## "PUTTING KNOWLEDGE TO WORK"

### SPECIAL LIBRARIES ASSOCIATION SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 14

April 1944

Number 7

#### APRIL MEETING

For our April meeting we shall visit the Library of the California State Federation of Labor. For fuller details see the opposite page.

#### MARCH MEETING

Our March meeting was our "House of Magic" meeting. After a dinner attended by 44 persons at the College Women's Club in Berkeley, Associate Dean L.M.K. Boelter of the University of California College of Engineering outlined ways in which librarians may serve the Engineering profession. He emphasized particularly the part we can play in guiding young persons who are entering the profession, and urged us to try to devise a way to produce better engineering reference books, which are not now as good as they ought to be. He then led the way to the Engineering Library, which was presented to us by the Librarian, Mrs. Blanche H. Dalton. And, here, we found our "House of Magic," where we had only to rub the lamp, and we were presented wonders such as even Aladdin never dreamed of. Assistant Professor L.J. Black, Assistant Professor P.L. Morton and Mr. T.D. Graybeal of the Electrical Engineering Department let us "hear" our voices on the Microphone and "see" them on the stroboscope and the oscillograph to our hearts' content. Professor L.M.K. Boelter, Mr. J.T. Gier, Mr. B. W. Ela, Jr., Mr. P. C. Nelson and Mr. N. W. Snyder of the Mechanical Engineering Department, assisted by an engineering student, Mr. L.E. Bromberg gave demonstrations in the Spectro-radio-metric laboratory of polaroid light for automobiles, heat convection, lighting for reading, applications of ultra-violet radiation, stroboscopic light, phosphorescent materials and directional reflecting materials. As a result we know a great deal more about "telephone voices," proper lighting for reading, and many, many other things than we used to. Our hosts had unlimited patience in answering our many questions and arguments, and we are all extremely grateful to them and to Mrs. Dalton for arranging such an exciting and inspiring evening for us.

#### NEW MEMBERS

We are very happy to announce that our Chapter placed third in the Membership contest which was held during the month of February. We were nosed out by Washington, D.C., with an increased membership of 10.8 per cent, and Illinois with 9.8 per cent. We were a very close third, however with 9.6 per cent increased membership, and ought to be very grateful to our Membership Chairman, Miss Theodora Larsen, whose efforts resulted in such a good score for our Chapter.

We take pleasure in greeting five new members this time. They are:

Miss Mary Catherine Baker	U.S. Naval Hospital Library	Associate
Mrs. Clara Hanchett	Calif. Labor School, Inc.	Institutional
Miss Barbara Horstmam	Paraffine Cos.	Associate
Miss Ruth Elizabeth Weis	Forestry Library, U. C.	Active
Miss Elsie Schaufler	Oakland Public Library	Associate



## THE ARMY AIR BASE AT BLYTHE

"Geographically this post is rather isolated as the nearby town was only about 1000 population before the war, and the nearest settlement west is about 100 miles away ... In general it is open unsettled desert for miles in all directions ... I have found it rather interesting except when we have the sandstorms ...

"The library itself is located in the Recreation Hall, occupying a small room about 16 x 24 feet with an adjoining reading room about 24 x 70 feet. The Reading Room is furnished attractively with blond wood sofas and occasional chairs upholstered in light green or maroon ... There are also small palms in wood buckets, small writing tables, and four library tables. Table and floor lamps also add to the quiet homelike atmosphere. In the library book room, there are two desks, and a small table, 2 filing cases, 4 chairs, a book truck, small traveling library boxes, two floor stacks, and shelves against all available wall space. Sometimes it reminds me of a kitchenette, for I can sit behind the desk and reach about everything I need. We got Gaylord furniture to the extent of a desk and card cabinet and two display racks and the truck. The shelves were all made by boys who work for Special Service, and none of whom were carpenters before, but they are proving quite satisfactory in these temporary buildings.

"Perhaps I should explain that the library is under the Special Service Branch, and on this base the Special Service Office is just across the hall in this same building, so we work together very well. Also in the building are a large social room with stage and radio-phonograph, and a billiard room. Far different from the usual public or research library, there is scarcely ever real quiet, for the radio-phonograph is used practically continually, and the noise from the game room is also audible at times. However, we are used to the noise, and the Reading Room itself is more quiet, than seems possible. The library contains now around 2700 books all shelf-listed, but only partially cataloged ... We have had a number of compliments on our book collection, and very few complaints, so that we feel that we are keeping up with current literature very well .....

"Perhaps the chapter members will be interested in some personal things. I came down with the expectation that I would be furnished quarters on the Base ... Things were a bit confused down here, but I did get a room in a BOQ (Bachelor Officers' Quarters) reserved for women, where I have lived since coming down here in April. It had in it one canvas army cot, and one narrow cupboard for clothes, and there was a very narrow built in shelf between the two windows. Floors were unfinished cement, and I should add that the buildings are built of sheet-rock nailed on the outside of the wood frame of the building, with no interior wall covering. When it rains with much wind, the rain comes in, and sand always comes in during a sand storm around windows and even under the outer wall covering. Since that time, the Army has added two folding chairs to each room, replaced the cots with wooden beds, and bought chests of drawers or dressing tables for each room, also put up mirrors ... Now they have a new dormitory for women, into which I expect to move next week ...

"I wonder where all my time goes, but there is not very much left after 7 days working and doing all my own washing and ironing and shampooing, etc. and trying to get a little reading done. However, I do manage to see an occasional movie or attend a dance at the Rec. Hall, so life is not quite all work as it sounds."

Helen E. Burgess

## THE AAF PILOT SCHOOL AT STOCKTON

"I've been at Stockton Field for over two years now. At present there are four of us on the library staff, another civilian, an enlisted man, and a WAC. There are compensations in being an army camp librarian, chiefly in having your own library to manage ... We've just moved into a new library building, a renovated barracks ... New lighting fixtures were installed, a new floor laid, the rough interior finished with white painted wall board, and shelves built around the walls. A charging desk was built in place of one of the non-com rooms, and the other houses the Air Force Technical Library ... A librarian might find some inadequacies in the utilitarian aspects, but our readers think it's 'swell.'

"Our library contains some 5000 volumes, and we subscribe to over ninety magazines, the majority technical. The Air Force Technical Library, used chiefly for reference and study, is a collection of books and manuals on aviation and related subjects, and is kept up to date with the new publications. Text-books ranging from typing to calculus are very much in demand. When it comes to recreational reading, westerns are popular, but the best seller type is most frequently asked for. The personal narrative war story, particularly those about the Air Force are always on reserve. The library has the reputation of being a quiet place where G.I's can relax and read, something they can't seem to find elsewhere on the Post. We try to accommodate them in every way we can. The appreciation of these boys is really the ultimate compensation afforded us."

Sadie Uglow

## KEEPING POSTED ON THE BOOK DRIVE

How many books have you collected for the SEND YOUR BOOKS TO WAR CAMPAIGN?

Reports on progress will be in order at the next meeting. Come posted with statistics of your results to date, and a report progress on what your organization is doing.

Encouraging news comes from:

PARAFFINE COMPANIES- whose librarian Mrs. Peckenpaugh reports that a collection box has been placed in the Time House at their main gate, and a special circular has been posted on 25 bulletin boards throughout the plant.

BANK OF AMERICA- where Miss Dorothy Hayes reports that news of the drive will be published in "Bankamerican," and that the Bankamerica Club will participate.

Other librarians are also working on the drive, and further news will be published in future issues as space permits.

Avis Stoppie

## WANTED ! ! !

If anyone has extra copies of "Fortune" for the entire year of 1939, or June, August, September, October, November, December of 1942, Miss F. Helen Parker, the Post Librarian for Fort Winfield Scott in San Francisco would very much appreciate having them. Also the California State Library Serials Division would like copies of the "S.L.A. San Francisco Bay Region Chapter Bulletin " for v.13, no.5, February and no.8, May, 1943; also v.14, no.4, January, 1944. Please send the "Fortunes" direct to Miss Parker, and the "S.F. Bay Region Chapter Bulletins" to the Editor, Miss Ellen Cornish, Oakland Public Library.



## DISTRICT MEETING

An Institute on post-war problems will be held on Saturday, May 13, 1944, by the Portola, Redwood and San Francisco Bay Districts of the California Library Association in conjunction with the Northern section of the School Librarians' Association. The meetings will consist of morning and afternoon sessions, to be held in the Life Science Building on the University of California campus, and a luncheon, which will be at the College Women's Club in Berkeley. Further details will be announced later, states the President of the San Francisco Bay District, Mrs. Margaret Uridge, who may be reached at the Reference Department of the U.C. Library in Berkeley, phone Ashberry 6000.

## AMONG OURSELVES

President Anne Avakian has just announced the names of the nominating committee, which will recommend officers for the coming year. It is composed of Miss Dorothy Andrews, Chairman, Miss Thelma Hoffman & Mrs. Agnes Reinero, and will have a report ready for members to vote upon at the May meeting. Our membership chairman, Theodora Larsen has received a very exciting note from Miss Clara T. Heck, who has joined the WAVES, and been assigned to the Hospital Corps. This is our second WAVE, the other being Miss Regina Chadwick, who entered the Service last summer. Miss Doris Lanctot is now at the P.G. & E. Library, and her place at Pan American Airways has been filled by Miss Phyllis Anderson. The Association wishes to extend its deepest sympathy to Miss Dorothy Andrews, whose mother passed away on April 3.

## SAN FRANCISCO BAY REGION CHAPTER OFFICERS AND COMMITTEE CHAIRMEN, 1943-1944

<u>President</u>	<u>Miss Anne Avakian</u> , Western Regional Research Laboratory, Albany. Landscape 5-2244
<u>Vice-President &amp; Editor</u>	<u>Miss Ellen J. Cornish</u> , Oakland Public Library Oakland. Twinoaks 1400
<u>Secretary-Treasurer</u>	<u>Mr. Lawrence Shaw</u> , Western Regional Research Laboratory, Albany. Landscape 5-2244
<u>Executive Board Member</u>	<u>Miss Elise Hoffman</u> , Golden State Co., Ltd. 425 Battery, San Francisco. Exbrook 5121
<u>Defense Committee</u>	<u>Mrs. Beryl Lusher</u> , Pan American Airways, Treasure Island, S.F. Garfield 3645
<u>Duplicate Exchange Committee</u>	<u>Miss Elizabeth Nutting</u> , Shell Development Co. San Francisco. Exbrook 5400
<u>Employment Committee</u>	<u>Mrs. Jeannette G. Yeazell</u> , Standard Oil Co. of California, San Francisco. Sutter 7700
<u>Membership Committee</u>	<u>Miss Theodora T. Larsen</u> , Alameda Free Library, Alameda. Lakehurst 2-3578
<u>Program Committee</u>	<u>Mrs. Marie Wild</u> , Russian War Relief, Inc., 422 Sutter, S.F. Exbrook 3244
	<u>Miss Kathleen Moore</u> , National Broadcasting Co., San Francisco. Graystone 8700
<u>Publicity Committee</u>	<u>Miss Gertrude Searby</u> , U.S. Bureau of Foreign & Domestic Commerce, San Francisco. Douglas 1593
<u>Union List Compilation</u>	<u>Mrs. Marjorie P. Madison</u> , Standard Oil Co. of California, San Francisco. Sutter 7700



SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

May 1944

Volume 14

Number 8

## MAY MEETING

DATE: Thursday, May 18, 1944 6:30 P.M.

PLACE: Xochimilco Mexican Restaurant Price: \$1.35  
787 - Broadway, S.F.

PROGRAM: The Program will be another SLA party. We shall spend an "evening in Mexico," with Mexican singers & dancers and a Mexican orchestra. When you arrive, be sure to ask for the Special Libraries Association's reserved room. There will be no speeches; come prepared to dedicate the evening to "Salud, pesetas y amor."

### HOW TO GET THERE:

San Francisco people can take the Powell St. car, and get off at Broadway, then walk one block toward the Bay. East Bay members should take any lettered car at the Terminal, and then transfer to the "F" car on Stockton St. They can get off at Broadway, and walk over one block to Powell St.

### ELECTION OF OFFICERS:

Ballots will be cast for next year's officers. The Nominating Committee recommends:

Elise Hoffman, Golden State Co., S.F.: President  
Frances Mackin, Paraffine Cos., Emeryville: Vice-  
President & Editor  
Kathleen Moore, NBC, S.F.: Secretary-Treasurer  
Carol Cox, Bureau of Public Administration, U.C.:  
Executive Board Member

Respectfully submitted

Dorothy Andrews, Chairman  
Thelma Hoffman  
Agnes Reinero

RESERVATIONS: Please make your reservations by Monday, May 15, 1944

San Francisco members call:

Miss Kathleen Moore Graystone 8700

East Bay members call:

Miss Carol Cox Ashberry 6000,  
Local 420

"PUTTING KNOWLEDGE TO WORK"  
SPECIAL LIBRARIES ASSOCIATION  
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 14

May 1944

Number 8

MAY MEETING

For our May meeting we shall have another big SLA party. For further details see the opposite page.

APRIL MEETING

For our April meeting, we heard Miss Joan London tell of her work in organizing a Library for the California State Federation of Labor (A.F. of L.). After she had explained the history of her library, and discussed its organization and the types of reference work she does, she escorted us to her office in the Flood Building. The library was not quite as small as she had indicated and was the essence of neatness. She had devised methods of getting around cramped shelving space, and has invented a system of subject headings, which may well prove a model to other labor libraries. After looking over her shelves and excellent indexes, one was inclined to believe that it would be hard to find a question pertaining to labor union affairs which she could not answer.

S. F. BAY EXECUTIVE BOARD OPPOSES ABOLITION OF ASSOCIATE MEMBERSHIP

In the April issue of SPECIAL LIBRARIES, p. 130, appears the text of a proposed SLA constitution, which eliminates the Associate membership entirely. It has been approved by the National Executive Board, and will be voted on at the annual convention in Philadelphia, June 19-21. Since it is not likely that any San Francisco members will be present, and since this is doubtless true of many other chapters in the West and Middle West, also, the local Executive Board, on April 24, sent a telegram of protest to the National President, Miss Eleanor Cavanaugh, and copies to all members of the National Executive Board, and to the presidents of all the chapters. The text of the telegram follows:

ELIMINATION OF ASSOCIATE MEMBERSHIP WOULD BE A SERIOUS SET BACK TO OUR CHAPTER BECAUSE IT WOULD BE MORE DIFFICULT TO OBTAIN NEW MEMBERS, WOULD RESULT IN LOSS OF PRESENT MEMBERS POSSIBLY AS MANY AS 50 PER CENT, AND DEPRIVE US OF ACCESS TO VALUABLE LIBRARY FACILITIES AND RESOURCES REPRESENTED BY THESE MEMBERS. THEREFORE, WE UNANIMOUSLY OPPOSE ANY CHANGE IN STATUS OF ASSOCIATE MEMBERSHIP.

EXECUTIVE BOARD, SAN FRANCISCO BAY REGION  
CHAPTER, SLA

ANNE AVAKIAN, PRESIDENT  
ELLEN CORNISH, VICE-PRESIDENT  
LAWRENCE SHAW, SECRETARY-TREASURER  
ELISE HOFFMAN, EXECUTIVE BOARD MEMBER  
DOROTHY ANDREWS, IMMEDIATE PAST PRESIDENT

All members who wish to make further comments upon this or any other feature of the proposed constitution, should contact our President, Miss Anne Avakian, at the Western Regional Research Laboratory in Albany, phone Landscape 5-2244, as soon as possible.



## A BIBLIOGRAPHY OF POST-WAR PLANNING OF LIBRARIES

(Arranged Chronologically)

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## 1944

POST-WAR PLANNING FOR THE UNIVERSITY AND FOR THE SPECIAL LIBRARY, by Dr. R.A. Miller. Spec.Lib. Bull., vol.35, no.2, pp43-5. Feb., '44.

Prepared by Mrs. Beryl Lusher, Defense Chairman.

### NEW MEMBERS & DUES

This month we welcome seven new members. They are Phyllis Jane Anderson, Pan American Airways; Edith Bond, San Francisco; Harriet Cellopy, Business Branch, S.F. Public Library; Marie L. Gould, Portland Branch, U.S.D.A.; Ione LePage, Emporium; Lisl S. Loeb, Documents Dept., U.C.; Juliet C. Vradenburg, Stanford. With so many new members, the prospects look bright for our chapter winning the Membership Gavel, which will be awarded on May 31st to the Chapter showing the greatest percentage increase in paid-up membership. So, then, let's those few of us who still owe dues, send them in at once to Mrs. Kathleen B. Stebbins, the National Secretary at 31 East Tenth St., N.Y., or to our local Secretary-Treasurer, Mr. Lawrence Shaw, Western Regional Research Laboratory in Albany, so our Chapter can win that Gavel!

### A NEW SLA PUBLICATION

"Special Libraries Association announces the publication of the Handbook of Commercial, Financial and Information Services, comp. by Mr. Walter Hausdorfer, Librarian, School of Business, Columbia University, N.Y." It is the fourth and enl. ed., describing in detail 577 current information services, of which 334 are new. It contains a detailed subject and title index, and will be of primary value in finding the exact service supplying needed information or materials. It contains 216 pages, costs \$3.00. It should be ordered from Special Libraries Association, 31 East 10th St., New York 3. The Association is also planning 3 other publications, Manual of Classification for Maps and Atlases, Sources List of Labor Statistics, and Special Library Resources, volumes II, III and IV.

### AMONG OURSELVES

A number of our members have been doing interesting things. Miss Margaret A. Fleming is now with the S.F. Chronicle, Mrs. Edith Francis is working for the U.S. Employment Service, Mrs. Marie Wild is the Executive-Secretary of the Russian War Relief for Northern California, and Miss Kate D. Ferguson has arrived at her new West Africa address of "Postal Box 771, Accra, West Africa." Best news of all is that our Secretary-Treasurer, Lawrence Shaw, is back at his work, after a very serious operation, and is now enjoying the best of health.



## REPORTS

### REPORT OF THE PRESIDENT, 1943/44

Our chapter has increased in strength and resources through its new members. Despite the pressure of long working hours, personal war activities, and transportation inconveniences, our meetings have been well attended. I presided at all meetings except the one in November, when Miss Cornish, the vice-president, took my place. Since it has been impossible to meet our distant members, I have written personal letters to a number of them. Some responded with interesting letters which appeared in the bulletin. Three Executive Board meetings were held, and one general business meeting. The most pressing organizational question before us has been that of types of membership. Our action on this question is expressed in a communication issued elsewhere in this bulletin.

We have gained a better understanding of our work in relation to the war through our meetings with Madame Magidoff, the British Library of Information, Captain D'Evelyn, and the tour of libraries in the Presidio of San Francisco. Mrs. Avis Stopple is a member of the California Library Association's Committee for the SEND YOUR BOOKS TO WAR CAMPAIGN. Miss K.D. Ferguson is engaged in library organizational work in North Africa, and some of our members are in the Army & Navy either as enlisted personnel or as civilians in library work. Miss Margaret Hatch has served as the national chairman of the Insurance Group. The activities of individual officers and committees are reported in this issue, so there is no need for repetition. But I do wish to record my sincere appreciation and thanks to each of them for their very fine cooperation. I likewise thank our members who have supported our meetings through attendance and participation. It has been a happy experience to work with all of you. Best wishes for the coming year.

Arne Avukian, President

### REPORT OF THE VICE-PRESIDENT & EDITOR, 1943/44

Since the President was absent at only one meeting, the November one, the duties of this dual office consisted chiefly in editing and mailing out the Bulletin. There have been eight issues of the Bulletin: the mailing list has grown steadily, so that it is now received by nearly 250 persons per month. The members have all given their whole-hearted cooperation and have been ready at all times with interesting articles and news notes. We have had articles on the Pepsi-cola center for service men and women, the Mobile libraries in Great Britain, the Hopkins Transportation Library at Stanford, the Naval Air Library in Seattle, the Bureau of Business Research at the University of Washington, the "Send your books to war campaign," the State Federation of Labor Library, the Army Air Base at Blythe, the AAF Pilot school at Stockton, and a Bibliography of Post-war planning of libraries. The January number featured an article on the Army Map Service, and included a questionnaire, which was sent to everyone on the mailing list, in order to learn of sources of foreign, large scale maps for the U.S. Army Map Service. The gist of this article was published later in SPECIAL LIBRARIES and in a number of the Chapter bulletins.

The Bulletin has been more expensive than in other years, because it was necessary to pay for the mimeographing. The size was kept to three pages, which always resulted in considerable crowding of the material. The Editor wishes to express her appreciation to all persons who have contributed to the bulletin, and particularly to Miss Kathleen Moore and Miss Doris Lanctot, for addressing the envelopes. For, it is certainly the combined effort of all members which makes the publication of our Bulletin possible.

Respectfully submitted

Ellen J. Cornish, Vice-President & Editor



REPORT OF THE SECRETARY-TREASURER, AS OF APRIL 30, 1944

RECEIPTS

Balance in Bank May 6, 1943		\$ 88.20
Budget (National)	\$103.80	
Membership dues	113.00	
Sales tax	.20	
Union List Supplement Sales	4.50	
	<u>221.50</u>	221.50
		<u>309.70</u>

DISBURSEMENTS

Membership dues (to National)	113.00	
Sales tax	..20	
Paper & stamped envelopes	47.94	
Mimeographing	54.83	
Postage(not incl. Bulletin)	6.71	
"Send your books to War" campaign	12.49	
Miscellaneous	25.12	
	<u>260.29</u>	260.29
Balance on hand, May 1, 1944		49.41

Respectfully submitted  
Lawrence Shaw, Secretary-Treasurer

REPORT OF THE DEFENSE COMMITTEE, 1943/44

The committee of one had a good start last Fall by representing SLA at a meeting for recruiting workers in the United Seamen's Service. In the November Bulletin a report was given on the activities of this Service and a statement made of the need for volunteers and donations of books and games. Applications for volunteer service were also handled by the Defense Chairman. Another enjoyable project undertaken by the Committee was the preparation of the "Bibliography on Post-War Problems of Libraries" (appearing in this issue). The data was gathered at the University of California Library, where the file of periodical indexes and our own professional periodicals is thorough and easily accessible. The bibliography is not all-inclusive, but the selections noted have been arranged chronologically by year and by month for convenience to interested persons. In this way one may follow-up on only the more recent references or they may study the problem from the beginning of its discussion.

It has been a pleasure for me to serve as Defense Chairman, but I do regret that this office has not been utilized to its greatest potentialities and hope that the next chairman will actively engage in many worthwhile projects.

Respectfully submitted,  
Beryl Lusher, Defense Chairman

## REPORT OF THE DUPLICATE EXCHANGE COMMITTEE, 1943/44

The Duplicate Exchange Committee was fortunate again this year in having at its disposal the facilities necessary for mimeographing two issues of the duplicate exchange list. One was published last November with eleven libraries furnishing lists, and the other just recently with fourteen libraries participating. In each case about thirty copies of the list were distributed, and from all reports reaching the committee it appears that a considerable amount of material has changed hands. Through these lists we have also been able to help several agencies outside our own association locate items they wanted and other outside organizations have used the committee as a clearing house for disposing of their duplicate material to the best advantage. Interest in this activity seems to be increasing as more libraries find out what a wide variety of material is being offered and it is to be hoped that this trend will continue.

Respectfully submitted,  
Elizabeth Nutting, Chairman

## REPORT OF THE MEMBERSHIP COMMITTEE FOR 1943/44

The high caliber of the meetings plus the contagious enthusiasm of the individual members of the San Francisco Chapter has resulted in a wave of interest and increase in membership "without benefit of chairman." Although no special effort was put forth to participate in the national membership contest we placed 3rd - Washington and Illinois taking top honors. More than 30 members have been added this year. The chairman would like to extend a hearty welcome to all who have joined, regretting her inability to greet each in person.

Respectfully submitted,  
Theodora Larsen, Membership Chairman

## REPORT OF THE PROGRAM COMMITTEE FOR 1943/44

The program committee, Miss Moore and Mrs. Wild wish to thank the membership for their support of the programs presented for 1943/44. They were constantly aware of the active cooperation from participating libraries and the splendid cooperation given by the individuals. Both from the standpoint of live suggestions and from tolerance of meeting places, the committee felt that the War effort, while hampering to some groups, has proven the unity of the San Francisco Chapter of Special Libraries.

SEPTEMBER. The first meeting of the year was held at the Riviera Restaurant.

We were fortunate to have as our speaker Mme. Nila Magidoff, the Russian wife of the NBC correspondent in Moscow. Mme. Magidoff told us interesting facts about Russia today and every member felt the subject most constructive and timely. This meeting was attended by over fifty members and the year started with enthusiasm. Attendance: 51.

OCTOBER. The British Information Services were visited after a pleasant dinner at the El Jardin Restaurant. Mr. Leaming, the host for the evening gave a resume of the services of this organization after dinner. The members then were escorted to the offices where Mr. Bloomfield showed the efficient library and charming Miss Prosser tirelessly ran film after film showing the British and Allied War effort. We will long remember the hospitality shown us that evening. Attendance: 44.

NOVEMBER. We met at the Clinton Cafeteria for dinner, which proved to be of inadequate space to hold all the members who came in spite of rain. Miss Brown of the San Francisco Chronicle Library and her assistant Miss Weber shep-



herded us to this interesting department of the city's large newspaper. There we were initiated into the mysterious sources of news and were allowed to examine the many files full of historical interest. The filing system is very intricate and Mrs. Brown is to be congratulated on her "fool proof" system. Attendance: 40.

JANUARY Again the Riviera Restaurant was the scene of our meeting. After dinner Captain Norman D'Evelyn spoke on the organization of the Army Map Services. This is one of the many research departments of the war of which the layman in civilian life rarely hears. It was an interesting talk and educational as well. Attendance: 52.

FEBRUARY The visit to the historic Presidio of San Francisco was one of the most interesting meetings of the year. After dinner, which was served in the Presidio cafeteria, Colonel Munteanu welcomed us and delivered us into the capable and disciplinary hands of Captain Hockett. We toured the beautiful grounds in three large army busses and visited the Fort Scott, Presidio and Ninth Army Command Libraries which were charmingly decorated and presided over by Miss Parker, Miss DeWitt and Mrs. Frisby. The meeting was reluctantly adjourned after a visit to the famous Officers' Club. Attendance: Over 80.

MARCH After a daintily served dinner at the College Women's Club, we were introduced to Dean Boelter of the Engineering School at the University of California. Mrs. Dalton, the Librarian of this department had arranged an interesting program. Dean Boelter and his students showed numerous modern wonders in the field of engineering science and courteously and kindly answered all questions. This was an exceptionally nice meeting and we all appreciated the time and effort expended to make it so. Attendance: 45.

APRIL Circumstances were such that the Clinton Cafeteria was the only convenient place to have our dinner meeting. Miss Joan London of the California State Federation Library was our hostess, and though the dining room was much too small for comfort, the evening was thoroughly enjoyed. The members of S.L.A. found Miss London's index of great interest and felt that in spite of inadequate space for eating, the visit more than made up for any inconveniences. Attendance: 50.

Respectfully submitted,  
Kathleen Moore  
Marie Wild

#### REPORT OF THE UNION LIST COMMITTEE, 1943/44

Slips showing periodical holdings of libraries which have contributed to the Supplement of the Union List, published in 1942 by the Chapter, have been withdrawn. These slips will be returned to the library which submitted them in order to aid in the compilation of the new holdings. In addition, a supply of forms on which to enter changes, and an explanatory letter have been prepared and will be in the mail about May 1. The Committee has undertaken to file all serial entries in one master file, which will include in one alphabet the serials of the Union List and the Supplement.

Respectfully submitted,  
Marjorie P. Madisen, Chairman  
Margaret M. Miller  
Agnes G. Reinero



## REPORT OF THE EMPLOYMENT COMMITTEE, 1943/44

Twenty-six applicants were interviewed. Of this number fifteen had experience and training to qualify for special library positions. Applicants filled four full time positions. Five positions remained unfilled or were filled by applicants not registered with the Employment Committee. Some of these positions filled by persons who were not registered with SLA could have been filled by SLA, the committee feels, had applicants registered been prompt in answering notices sent by the employment chairman. It is important to keep the Employment Committee informed of changes in address in order to work effectively.

It has been suggested to the President and to the Executive Committee that some study of salary standards and salary statistics be made by the S. F. Bay Region Chapter of the SLA. During the past year five requests from organizations outside the SLA have been made to the Employment Committee for information on salaries of librarians. Especially information on salaries paid to assistant librarians has been requested. Because of lack of any accurate data on salaries, the SLA was unable to give any help either to the companies asking for information or to the applicant taking the position.

The President of the Chapter has discussed the subject with the Executive Committee which suggested that all members of the Chapter give this question consideration. Any such study made would be done in such a manner as to keep each individual's salary information confidential. Information in the study would indicate range of salaries paid. The Employment Committee suggested that the making of such a study be given consideration.

Respectfully submitted,  
Jeanette G. Yeazell, Employment Chairman

## REPORT OF THE PUBLICITY COMMITTEE, 1943/44

The work of the Publicity Committee for 1943-44 consisted of writing and mailing to nine Bay area newspapers each month announcement of the current meetings. These were very brief statements as it was felt space at this time was at a premium. No tab of the amount of publicity obtained was kept.

Two excellent ideas were not executed because of lack of time which very well might have proved profitable -- (1) a publicity story should have been written during membership drive; (2) a human interest might have been written about some Chapter's member's library, in fact, a whole series might have.

Respectfully submitted,  
Gertrude K. Searby, Chairman











